



THE WAY
UNIVERSITY
IS MEANT
TO BE.

ST. FRANCIS XAVIER UNIVERSITY **2017**

BRANDON'S STORY

StFX UNIVERSITY PROVIDES MORE THAN THE VERY BEST EDUCATION. IT IS A LIFE-CHANGING EXPERIENCE.

Being the first generation in my immediate family to attend university proved to be a very exciting and frightening time of my life.



Brandon Hamilton, BA '15, BEd '17

I was a bit shy during my first week. I did not know anyone in my residence or in any of my classes. It wasn't long before my neighbor offered to show me around campus. With that, I immediately began meeting new people in residence and classes. These strangers became my new family, many of whom I will keep in touch with for the rest of my life.

This family encouraged me to get involved, something I had never thought of before. In second year I was hired as the House President of my residence, leading new first-year students who faced similar challenges as I did when I first arrived. I eventually ran for Student Council and was elected to represent the Arts Department in my third year, and went on to be elected as President of the StFX Students' Union and Students Nova Scotia in my senior year.

StFX University has transformed not only the way I look at the world around me, but also the way I look at myself. I would have never considered myself a "leader" if it were not for the experiences that StFX provided. The tight-knit residence, new friendships, and support from professors built a foundation for me to launch myself into new-found independence and engagement. They encouraged me to look at the world through a new lens, rather than accepting the status quo. The professors at StFX know your name and are there to support you when you need assistance. They involve students with their research, and spark passion as they teach.

I would recommend StFX to any student looking for a high quality, well-rounded, education experience. The Xaverian community welcomes you with open arms, provides you with a personalized academic experience, and develops skills and qualities you may not have even known existed.

Brandon Hamilton

THE NUMBERS SAY IT ALL

| | |
|---|--------------|
| Student satisfaction | 93% |
| Students rank for gaining skills needed for employment | #1 |
| Reputation with employers | #2 |
| Helping students think critically | #1 |
| Where professors know your name | #1 |
| Global partnerships for study around the world | 40 |
| Students per class on average | 34 |
| Ranked #1 undergraduate university in Canada | 5x |
| Canada's strongest alumni network | #1 |
| First-year students who live on campus <small>(approximately 50% of all students live on campus)</small> | 90% |
| Student clubs & societies on campus | 100+ |
| Students employed at StFX | 1,170 |



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TO LEARN

CHAPTER 1: TO LEARN

St. Francis Xavier University's academic reputation is one of the best in Canada.

It's because we emphasize our commitment to the highest academic standards through outstanding teaching, exceptional hands-on research experiences, and the very best in residential living. We also offer unique leadership opportunities, locally and around the world.



A MEMBER OF THE MAPLE LEAGUE OF UNIVERSITIES An extraordinary way of learning.

We are a member of the Maple League – a group of prestigious universities comprising Acadia, Bishop’s, Mount Allison, and St. Francis Xavier. What we share is a unique style of learning – student-centred, hands-on, community-minded, supportive, and collaborative. It creates a university experience that’s truly extraordinary, and that makes all the difference.



FACULTY COMMITMENT

To teaching

At StFX, we employ full-time faculty, almost all with PhDs. Why is this so important? Consider this: you will learn directly from professors—accomplished scholars and experts in their subject fields, not teaching assistants.

It’s a fact that not all universities have full-time faculty to teach and interact with students. Our classes are small, led by dedicated faculty who will know you by name.

To provide research opportunities

Student involvement in research is an integral and critical part of the student experience at StFX. You will participate in the thrill of exploration, and might just end up working alongside your professors, gaining valuable first-hand experience – work that will give you a competitive advantage after graduation.

If learning by doing is your thing, you will love the ability to perform hands-on research and have opportunities that other institutions typically only offer at the graduate level.

To you

At StFX, professors are there to support, mentor, and guide you along your path of discovery—they care about your success. It’s this attention and support that makes the StFX university experience so special, even transformational.



ACADEMIC PROGRAMS

The Importance of the Best Undergraduate Degree

StFX offers extensive programming options in arts, science, business and education. You'll love the flexibility to follow your heart in the selection of courses as you find your distinct and unique route to success.

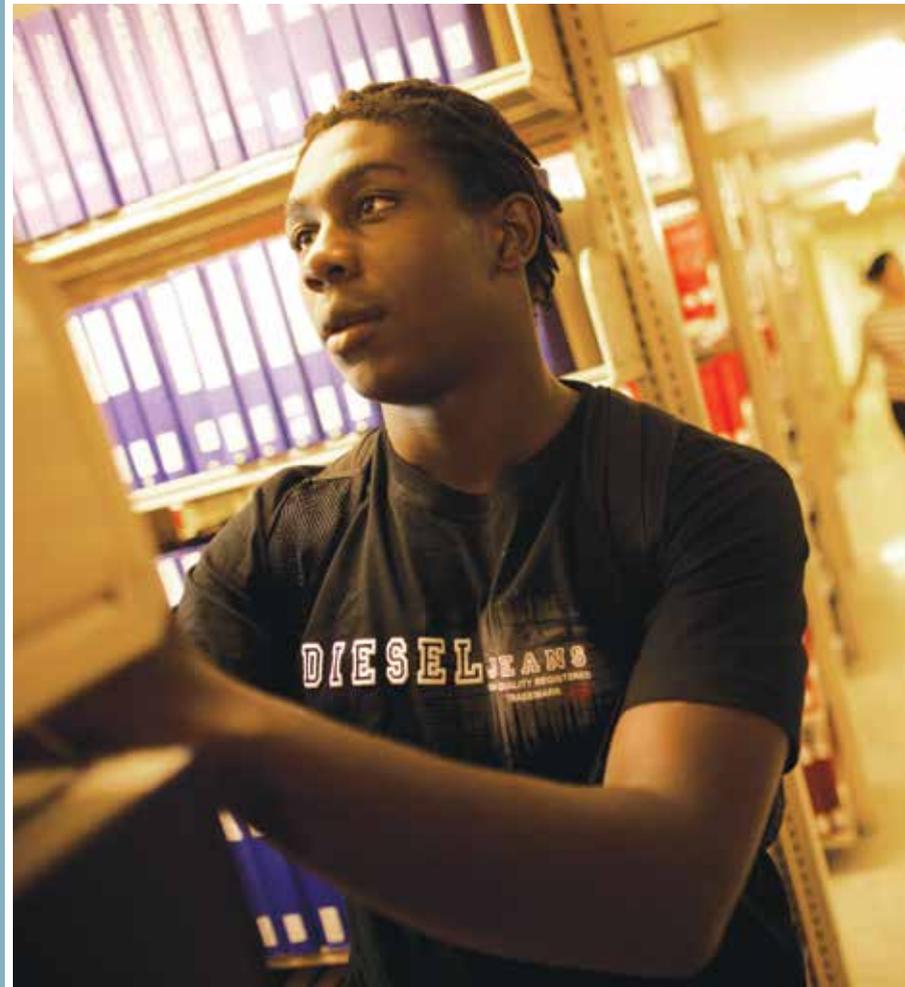
Already thinking ahead to professional or graduate studies? Or perhaps considering putting your degree to work soon after graduation? A degree from StFX provides the strongest foundation for continuing your pursuits—a step up in a highly competitive environment.

Although StFX is predominately an undergraduate university, many students stay after their undergrad to further their studies in one of our graduate programs. For more information, please visit StFX.ca.

LOOKING FOR A SPECIFIC PATHWAY?

A StFX degree is recognized as one of the best in Canada, preparing you for whatever your plans are. Some of the most popular are:

- Pre Medicine
- Pharmacy
- Veterinary Medicine
- International Business
- Architecture
- Physiotherapy/ Occupational Therapy
- Chiropractic
- Education
- Engineering
- Optometry
- Social Work
- Journalism
- Pre Law
- Criminology
- Nursing
- Graduate or Professional Studies
- Music
- Nutrition/Dietetics



ARTS P.12

A degree in Arts will change the way you perceive and interpret the world around you. Students in Arts gain the confidence and integrity to assume leadership roles and are inspired to become agents for change.

If you want to understand human behaviour and culture, appreciate the visual arts, learn a language, value literature, your history, political system, economy, or if you want to question like Socrates, sing or make music, paint or write poetry, or know how the brain works, the Faculty of Arts is your choice.

SCIENCE P.14

Scientific discovery is how we come to know and understand the natural and physical world. If you're driven by inquiry and a desire for answers, this is your opportunity.

You'll work with accomplished scientists in a collaborative environment of experimentation. You'll have the chance to assist in faculty research of the highest



order. After graduation, you can leverage your learning for further study, innovative research, and scientific leadership.

You'll have a great career ahead of you with a degree from StFX. Become an engineer, a researcher, an analyst, a software developer, an educator, a manager, a leader, or choose from any one of a myriad other professions you'll be prepared to embrace!

BUSINESS P.16

Some students are driven by an entrepreneurial spirit, a desire to help businesses connect with customers, or the call to help shape the economic future of our world. Whatever your passion, there's a pathway via the Gerald Schwartz School of Business, where students acquire skills essential for success in the knowledge economy.

Choose from a variety of hands-on learning internships and a strong co-op education option, where you'll combine classroom activities with paid work experience.

A degree in Business means you have the drive and commitment to be a success.



Whether it's delving into the world of international business, human resources, finance or accounting, the analytical and technical skills you will learn will take you there.

EDUCATION P.18

The StFX Faculty of Education is dedicated to molding those with a passion for teaching by combining theory and practice to prepare students for the classroom.

We make sure our students are job-ready by exposing them to a range of electives, from literacy to music to computers, and doing so in a personalized way.

Here, we make it our goal to produce educators who will play important roles in the lives of others. Our graduates become trailblazers who are dedicated to shaping the minds of the future.

ARTS

INNOVATIVE, IMMERSIVE PROGRAMS

Health Studies Colloquium: An interdisciplinary opportunity for first-year students in both the *Faculty of Arts* and the *Faculty of Science*. The program explores psychological, biological and sociological perspectives on human health. Students will also complete a Service Learning assignment in partnership with a community organization that is directly involved in human health.

Humanities Colloquium: An optional first-year program in which students will learn from the greatest teachers—The Bible, the Qur'an, Plato, Sophocles, Aristotle, Virgil, St. Augustine, and many others. Students take Philosophy, English and Art History, taught collaboratively, as if they were a single course.

Social Justice Colloquium: A first-year option in which Bachelor of Arts students are enrolled in dedicated sections of Anthropology, Global History and Women's & Gender Studies. Students will explore the range of human experiences from our pre-human roots to the diversity of our present-day lives around the world and develop an understanding about how social change movements have influenced our society. Your classroom learning will be enriched with meaningful service work in the local area.

Public Policy and Governance: A new four-year program in the Faculty of Arts, with honours, major and minor degree options. Students gain insight and skills in public affairs, leadership, how and why government decisions are made, and options for tackling a broad range of public issues, within local and global communities.

Program Options

Bachelor of Arts (4yrs)

Aquatic Resources
Anthropology
Art History (minor only)
Catholic Studies
Celtic Studies
Computer Science
Development Studies
Economics
English
French
Health Studies Colloquium (1st year experience)
History
Humanities Colloquium (1st year experience)
Mathematics
Music
Philosophy
Political Science
Psychology
Public Policy and Governance
Religious Studies
Social Justice Colloquium (1st year experience)
Sociology
Spanish
Studio Art (minor only)
Women's and Gender Studies

Bachelor of Arts in Human Kinetics (4yrs)

Preparation for a variety of fields including health and fitness, sports-related media, coaching, education, sport history, sport philosophy, and sports psychology

Bachelor of Arts in Music (4yrs)

Specialized study in jazz performance

Bachelor of Music (eligible after 2nd year)

An honours degree including courses in composition, small and large ensemble arranging, and modern jazz styles

Diploma in Jazz Studies (2yrs)

Diploma in commercial music

Program Options

Bachelor of Science (4yrs)

Aquatic Resources
Biology
Chemistry
Computer Science
Earth Sciences
Environmental Sciences
Health Studies Colloquium (1st year experience)
Mathematics
Physics
Psychology
Advanced major and honours options
in Economics

Bachelor of Science in Human Kinetics (4yrs)

Degree in kinesiology with a minor in human nutrition, health sciences or in a single science; preparation for careers in health and fitness or advanced studies in biomechanics, motor control or exercise physiology, education, physiotherapy, athletic therapy, or medicine

Bachelor of Science in Human Nutrition (4yrs)

Preparation for careers in nutrition, dietetics, and food management; students may meet the requirements for the Integrated Dietetic Internship program

Bachelor of Science in Nursing (4yrs)

Preparation for nursing in both urban centres and rural community settings

Diploma in Engineering (2yrs)

Disciplines are chemical, civil, electrical, environmental, industrial, materials, mechanical, and mineral resources; graduates can complete the Bachelor of Engineering degree at Dalhousie University or any engineering degree-granting institution outside the province

INNOVATIVE, IMMERSIVE PROGRAMS

Health Studies Colloquium: an interdisciplinary opportunity for first-year students in both the *Faculty of Arts* and the *Faculty of Science*. The program explores psychological, biological and sociological perspectives on human health. Students will also complete a Service Learning assignment in partnership with a community organization that is directly involved in human health.

SCIENCE



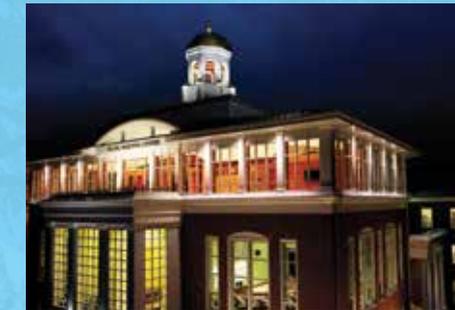
BUSINESS



Program Options

Bachelor of Business Administration (4yrs)

- Accounting
- Enterprise Systems
- Entrepreneurship
- Finance
- Management and Leadership
- Marketing
- Joint honours in Business Administration and Economics



The Gerald Schwartz School of Business

Created with the support of one of Canada's most prominent business leaders, you will love studying in the state-of-the-art Gerald Schwartz School of Business.

"I believe in the education model that StFX provides—the best in academics within a highly personalized environment. Students are immersed in an atmosphere rich in ideas, talents, desire to teach, and the ability to do research."

Gerald Schwartz, Chairman,
President and CEO, Onex Corporation

Program Options

Bachelor of Education (2yrs)

Our graduates have a strong national and international reputation amongst school boards for being well versed in equity and diversity, professionalism, experiential learning, and are highly knowledgeable about public school curriculum. We offer a balanced on-campus and student teaching experience. SFX graduates have exceptionally high rates of employment and express a sentiment that they felt well prepared for their teaching assignments. Statistics show that 90 per cent of SFX's last two graduating classes had a full-time position in their first year out, with more finding jobs after that.

Programs

Elementary Focus
Middle Years Focus
Secondary Focus

Specializations

| | |
|------------------|--------------------|
| Business | Mi'kmaw |
| Computer Science | Music |
| Drama | Physical Education |
| English | Sciences |
| Family Studies | Social Studies |
| French | Spanish |
| Gaelic | Technology |
| Math | Visual Art |

The Faculty of Education also offers graduate and doctoral opportunities:

Master of Adult Education
Master of Education
PhD in Education



EDUCATION

PHERAWICH'S STORY

I never saw the actual campus at all when I decided to come to StFX. I took a leap of faith, not knowing what was ahead. What I can say is that my experience here is heavy, too heavy not to share.



Pheerawich Chitelawong,
Thailand, BSc '19

Over the course of the year StFX has been my home, far, far, away from home. Moving into a foreign place that uses a language I almost never spoke was overwhelming, but not for long. I moved into a residence with 40 other young men and hardly understood what they said. But after a week, we became a big family.

Friends are a big part of my life here. Living in a small residence, I got to know not only the names and faces of my fellow housemates, but also who they are. They always encourage me to be who I am and to express it. I feel welcome and secure, and that creates a great study environment.

With small classes and accessible professors, I am building a strong academic foundation. I can confidently say that all my professors know me and I frequently visit them in their office if I have any questions or just to seek advice.

Here, there is never any shortage of things to get involved in. There are many societies, ranging from sports to even consciousness study. And, if you don't find any that suit your interests, you are encouraged to create your own.

At StFX, there are tons of opportunities. During the year I joined a few societies and made the most of it. Many of my friends work for the university in various jobs and there are lots of co-op and exchange programs. This past summer I did research for the physics department. I find it really helped me prepare for the years to come.

To me, StFX is the door to an endless world of possibilities, a place to fully utilize my potential and push my limits.

พีรวิชญ์ จิตต์พิลาวงค์

BECOMING A GLOBAL CITIZEN.

SIFX SERVICE LEARNING

A leader in the innovative experiential learning field, SIFX Service Learning takes students out of the classroom to work alongside community leaders in solving real-world challenges. Pioneered in Canada at SIFX in 1996, the program involves two learning streams: Course-based Service Learning has students working in the community on projects that are specifically tied to courses they are taking; Immersion Service Learning has students travelling internationally and within Canada to work with leaders within their communities. Most recently, students travelled to **Guatemala, Belize, Grenada, Mexico, Cuba, and Ottawa.**

GLOBAL EXCHANGE OPPORTUNITIES

Interested in immersing yourself in another culture while you complete your degree? SIFX has partnerships with 40 universities around the world where you can do an exchange for one or two semesters in your third year. Locations include **Argentina, Australia, Barbados, China, Czech Republic, Denmark, England, Finland, France, Germany, Indonesia, Ireland, Israel, Mexico, Peru, Poland, Scotland, Thailand, Turkey, United States and Wales.**



 **candicebrigley**
#Guatemala2015 #RepYourCoast #EastCoastLifeStyle #SIFX



BECOMING A GLOBAL CITIZEN

Your time at SIFX will be a period of tremendous intellectual and personal growth. You will have experiences you haven't yet imagined and leave as a citizen of the world, equipped with the skills to play a leadership role in developing and advancing an agenda of equality wherever you go.

A Tradition of Reaching Out

You'll have plenty of opportunities for international pursuits. Through international internships, service learning experiences, international research partnerships, community outreach initiatives, and individual departmental agreements, our students and professors make meaningful contributions at home and abroad. Exchange programs and other international study possibilities can also be tailored to your own interests depending on your program and year of study.

The Coady International Institute

The world-renowned Coady International Institute is one of the most tangible expressions of the SIFX spirit and commitment to social awareness and global participation.

A centre of excellence in community-based development since 1959, Coady International Institute was established as an extension of SIFX's tradition of service to society. In the past 50 years, more than 7,000 community and development leaders from 130 countries have graduated from the Coady Institute's intensive professional development education programs.

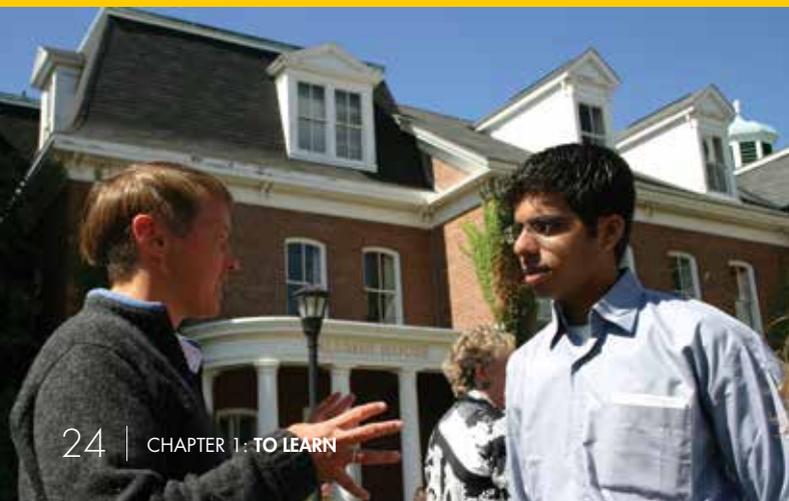


SUPPORTING YOUR SUCCESS

When you make a commitment to study and live in the StFX community, we make a commitment to be there to support your dreams and accomplishments.

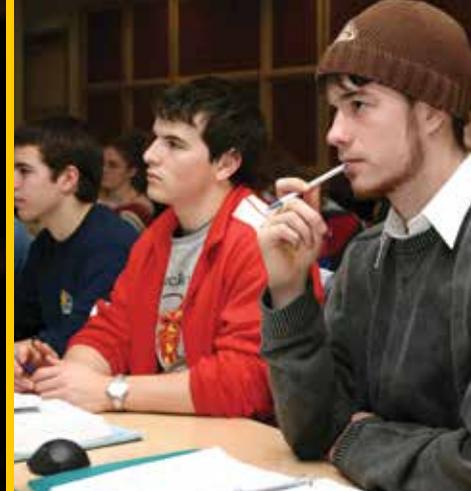
Need a tutor? Need confidential counselling and advice? We're here for you. Looking to improve your writing and language skills? We have you covered.

Think of us as your partners in success, your team of professionals dedicated to helping you when you need it.



"StFX boasts the highest retention and graduation rates in the province, and students report being very satisfied with their education."

Globe and Mail's 2015
Canadian University Report



SERVICES FOR STUDENTS

Advisors

In addition to academic advising, StFX has professional staff dedicated to serving the diverse members of the university community:

- Aboriginal Student Advisor
- Advisor for Students of African Descent
- Chaplaincy
- Director of Internationalization
- LGBTQ Student Advisor
- Mature Student Advisor

Health & Counselling

Health professionals at the Health and Counselling Centre provide a student-centred approach to primary health care. Our collaborative care team is comprised of family physicians, registered nurses, a nurse practitioner, counsellors and a psychologist, who also work in partnership with community-based health providers and resources. We provide a range of health services for StFX students, as well as individual and group counselling, and campus-wide wellness initiatives.

Centre for Accessible Learning

The StFX Accessible Learning team will help you achieve success by providing services tailored to your academic program and experience.

eXcel Program

The eXcel program is available for students who wish to further develop and improve personal learning systems in studying, critical thinking, and academic writing. Our trained staff will help you identify tips and techniques best suited to your learning style.

LEGACY TRADITION LEADERSHIP ACADEMIC INSPIR
COMMUNITY SOCIAL JUSTICE TRADITION PRIDE SERVICE FAMILY SPIRIT XAVERIAN



SOCIAL JUSTICE INSPIRE EXCELLENCE FRIENDS SUCCESS
WELCOME XAVERIAN LEADERSHIP ACHIEVEMENT LEGACY TOGETHER TRADITION
TRANSFORMATIONAL FAMILY COMMUNITY

 **smallsom**
2 weeks ago Following

Last few days on this beautiful campus! Starting to get sad @sfxuniversity #sfx #loveyuni



TO LIVE

CHAPTER 2: TO LIVE

Almost half of StFX's student population—and 90% of all first-year students—choose to live in residence, fueling our legendary sense of community and X-spirit.

What's it like to live on Canada's best residential campus? In a word, awesome. It's a community in which students thrive with rich traditions, house loyalties, theatre, sporting events, concerts, and so much more to experience.



YOUR HOME ON CAMPUS

INSPIRING SPACES TO CALL YOUR OWN

It's no wonder so many students who tour our campus decide to attend StFX.

StFX has invested more than \$250 million over the last decade in student residences, academic buildings and classrooms, dining and athletic facilities—all designed to provide an unequalled student experience.

The result? Imagine strolling across a breathtaking campus on your way to a class that ignites your academic passion and creativity. Or going for a quick workout in a state-of-the-art facility. Or picture yourself getting ready to go for dinner at Morrison Hall, a favourite meeting place to catch up with friends about the day's activities. Or stay in and make it a movie night in our beautifully finished student lounges.

Our facilities are second to none. You'll love it here.

ROOM GUARANTEE Rest easy knowing you have a room in residence secured for you. Every first-year student who applies for residence, confirms their residence offer, selects their meal plan and pays the \$400 residence confirmation fee by June 1 is guaranteed a room in residence on campus.

In September 2016, newly renovated Mount Saint Bernard (MSB) residence reopened. With a deliberate focus on extending what's learned in the classroom into residence life, MSB is available for all students interested in a unique academic experience. This residence is also home to students within StFX's Colloquium programs, Education and Nursing.



SUPPORT IN RESIDENCE

Residence staff will work hard to ensure your transition to StFX is a successful one. Trained Residence Life Coordinators, Hall Directors, and Residence Assistants are there to foster a culture of respect and help you with any challenge you may have. And the fact that they are in each residence means there is always someone close by to lend a hand.

DINING OPTIONS

Experience made-to-order dishes. Connect with friends. Look forward to your favourites, served fresh daily. Interact with guest chefs who prepare and demonstrate their specialties for you. Your biggest challenge will be choosing from the variety of interesting meal options. Eat in Morrison Hall, one of the most dramatic buildings on campus, or pop by one of the other university cafés for an intimate and relaxed dining experience.



StFX residences include options for every personality and style. View your options now at stfx.ca/residence.



ATHLETICS & RECREATION

SIFX students lead active lives. Whether you are seeking organized intramural sports and activities or individual plans for fitness and recreation, SIFX has something for you.

Hike the highlands. Walk one of the many beaches. Stroll the beautiful campus or explore Antigonish. If you love the outdoors, you will only be limited by your imagination.

Prefer an indoor workout? Our modern fitness facilities will complement your healthy lifestyle.

SIFX has a rich athletic history with almost 100 regional and national championships. Along with a winning tradition, we are committed to producing everyday champions who excel in the classroom, in competition, and in the community, with leadership and life skills that serve graduates well into the future.

SIFX provides you many opportunities to be active. Learn more at SIFX.ca/active.

Cole Grbavac, an honours student within SIFX's Gerald Schwartz School of Business and captain of the X-Men hockey team, was one of only eight student athletes in Canada recognized by his Excellency the Rt. Hon. David Johnston, Governor General of Canada, for his outstanding academic and athletic achievements.



Photo courtesy of Mona Ghiz.



 **kaleigh_jsmith**
Applying to XPatrol was probably the best thing I ever did



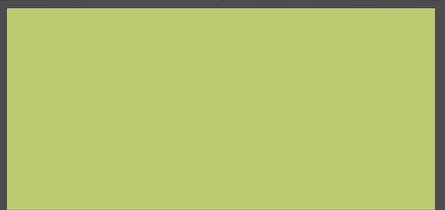
CLUBS, SOCIETIES & CULTURE

Embrace life beyond the classroom. The environment. Politics. Music. Dancing.

Photography. Entrepreneurship. You name it, we've got it. With over 100 clubs and societies on campus, StFX offers something for every interest. Don't see a society for you? Launch your own and leave your mark on the university!

Getting involved also means thinking and acting beyond our campus borders. Societies like Xtending Hope, Service Learning, and XPride invite students to take action, nurture leadership, engender service to the community, and enrich lives.

Find out more about getting involved, including the various clubs and societies at stfx.ca/societies.

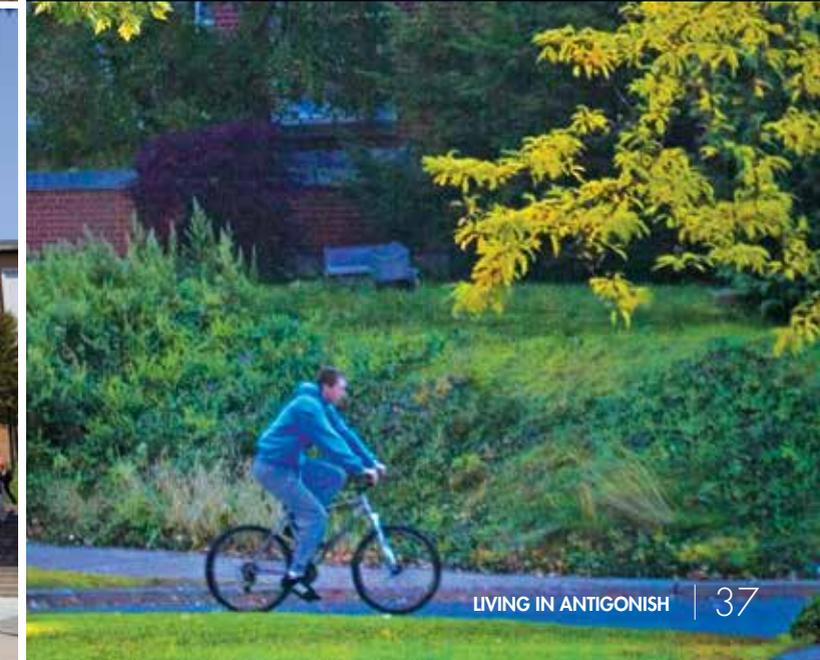




LIVING IN ANTIGONISH

Students have been falling in love with scenic Antigonish, Nova Scotia, since StFX was established over 163 years ago.

With live theatre, terrific food and excellent shops, all surrounded by warm, sandy beaches, hiking trails, and parks, you'll quickly discover Antigonish is a cozy university town with big city flavour. There are many attractions, art galleries, and services in the town and surrounding area. Ski hills, the ocean, and urban centres are all easily accessible.





Free The Children and Me to We co-founder Craig Kielburger addresses a capacity crowd at StFX.



L Sandre
@lsandre18 Following

What a way to start convocation weekend! Inducted into Presidents Circle of Young Alumni and talking with Brian Mulroney! #classof2015



TO LEAD

CHAPTER 3: TO LEAD

StFX is committed to educating and equipping leaders to create opportunities and embrace their responsibility to make a positive difference in the world.



StFX is the exclusive university partner of We Day Atlantic, and is home to the annual StFX Me to We Leadership Camp, a week-long, one-of-a-kind leadership development experience for 75 students from across Canada and the United States.



YOUR OPPORTUNITY TO LEAD

DEVELOP YOUR SKILLS DIRECTLY FROM CAMPUS,
COMMUNITY, AND GLOBAL LEADERS.

StFX is renowned as a place that fosters leadership. From your first day, you will be encouraged to get involved and take on meaningful leadership roles, both on campus and beyond.



Wab Kinew, Aboriginal leader, journalist, politician and author recently shared his experiences with StFX students as part of the McKenna Centre Visiting Lecturer Series.

True to its mission, The Frank McKenna Centre for Leadership is a beacon that attracts the very best leaders to the StFX campus for the benefit of our students. Recent visits include:

Wab Kinew, CBC host, author and advocate

Craig Kielburger, co-founder of Free The Children, Me to We

The Rt. Honourable Brian Mulroney, Canada's 18th Prime Minister and StFX alumnus

Bill Clinton, former President of the United States

Amanda Lindhout, New York Times best-selling author

Mark Tewksbury & Debbie Muir, Olympic Gold Medalist and Coach

Beatrice Mtetwa, Global Human Rights Leader, Nobel Prize Laureate

Richard Peddie, former CEO, Maple Leaf Sports and Entertainment

Charyl Galpin, Head of BMO Nesbitt Burns

McKenna Centre for Leadership

In 2011, StFX opened the McKenna Centre for Leadership. Called the 'go-to place for leadership development in Canada,' its purpose is to provide essential skill-building opportunities to students through direct exposure to visiting community and world leaders, and numerous guest scholars who bring informed global perspectives to today's issues.

It's a place of action, forming leaders who are effective, innovative and ethical. The McKenna Centre presents many activities throughout the year for students to participate, including

- The StFX Student Leaders' Forum
- StFX Leadership Academy
- Leadership Summit @ X
- We Day @ X: StFX is the exclusive university partner of Craig Kielburger's We Day movement
- Service Learning
- McKenna Centre Leaders in Residence Program
- McKenna Centre Visiting Lecturer Series

StFX is the proud home to several high school leadership conferences and camps, including the Nova Scotia Secondary Students' Association's (NSSSA) Provincial Conference and the annual StFX Me to We Leadership Camp — an exclusive, international leadership development experience in partnership with the Me to We Organization.



Renowned human rights leader and StFX honorary degree recipient **Beatrice Mtetwa** celebrates with her daughter at 2013 Spring Convocation.

Former U.S. President **Bill Clinton** gives the 'X' sign during his visit to help open StFX's McKenna Centre for Leadership.

THE POWER OF THE X-RING

A TRUE SYMBOL OF LEADERSHIP, SUCCESS, EXCELLENCE, AND COMMUNITY.

The StFX X-Ring represents your unique journey from student to alumni. It's a symbol of your achievements; a symbol that forever binds you to the Xaverian community.

After convocation, you will officially join Canada's strongest alumni network, a community of more than 40,000 strong who proudly call StFX home. It's a community that will be there to help and support you as you continue toward your next goal. So much so, the President of StFX's Alumni Association famously challenges graduates to 'test the network and discover the comfort and openness of the Xaverian family.'

Each year you'll watch senior students earn their X-Rings on December 3, Feast Day of St. Francis Xavier. Soon, you too will participate in the X-Ring ceremony and join the generations of StFX graduates who came before you.



**CANADA'S
STRONGEST
ALUMNI NETWORK**



"...it has the power to open doors to jobs and relationships..."

As featured on the front page of the Globe and Mail, July 3, 2013



MEAGHAN'S STORY

When I reflect on my StFX experience, there are three things that stand out to me: passion, transformation, and the value of giving back.

When I think about my time at StFX and think about the incoming class, the one word that comes to mind is envy.

I envy you for how quickly you will fall in love with the beautiful campus and the courses you will take. It's not just a cliché. You will have small classes and professors who truly care about you.

I envy your opportunities to become involved, to become active in the community, to participate in societies, clubs and case competitions (just to name a very small few things).

I envy the memories you will make living in a house of your best friends. I envy you for being at the forefront of the next best four years of your life.

This is your chance. Embrace the opportunity. Choosing a university is one of the most important decisions you will make in your life. Take your time. Ask questions. And fall in love with StFX, just as I did.



Meaghan Wright, BBA '16

At StFX, they care about your success. Let's just say I don't believe that there is any other university in Canada where both the President and your soon-to-be favourite professor personally greet you on your first day, reach out to you via text with advice, and be there to congratulate you on the day of graduation.

StFX is a place that will teach you how to become more open-minded and how to better society as a whole. At the end of my first year, my identical twin, womb-mate, and roommate, came 'out' to me. At that point in my life I had yet to encounter anyone close to me who was part of the LGBTQ community. I was undoubtedly homophobic, yet it was the StFX community that encouraged me to become more empathetic. I matured into a more unbiased human and in my third year, I helped bring the Get REAL movement to Atlantic Canada with the goal of unlearning homophobic language.

In my second year I was offered a position with the StFX Video Team. Before I knew it, I found myself both behind and in front of the camera - interviewing celebrities such as former Prime Minister Brian Mulroney and TV stars like Rick Mercer. I quickly began to understand that possibilities are endless at StFX. My passion for videography and marketing soon led me to co-founding my video production company, Mirror Image Media.

Inevitably, a smaller school creates a well-defined sense of community. You will be surrounded by people who will make you want to be better. For those who shy away from being involved, fear not. StFX will transform you into a person who craves opportunities. You will become immersed into a culture of balance, both with school and play. You will find purpose in your academic achievements, in the mix of work and play, but more importantly, you will find purpose in yourself.

Meaghan Wright

caitpb
8 months ago Following

Never loved a place more in my life. Can I stay here forever??
#stfx #goxgo



EXPERIENCE

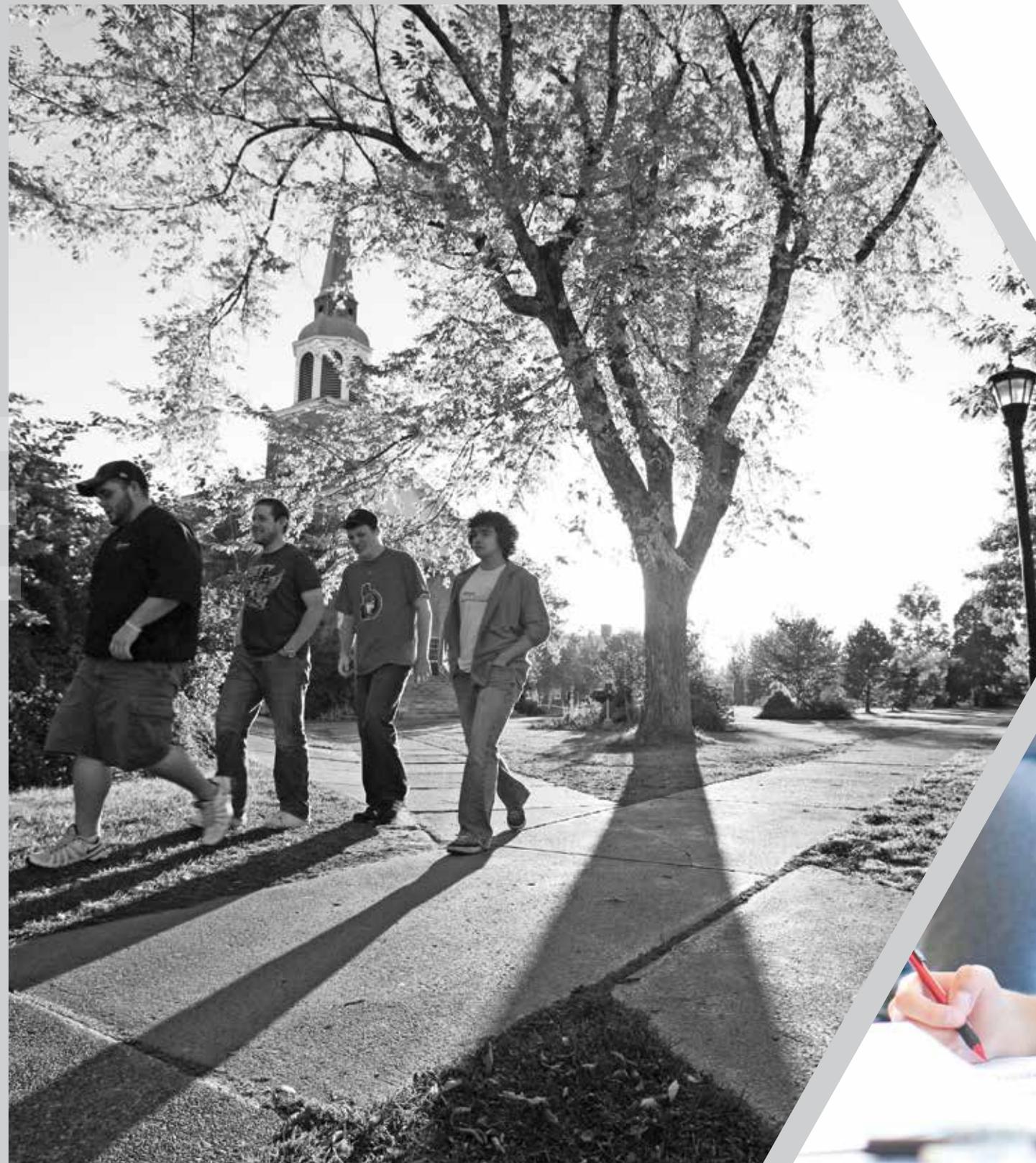
CHAPTER 4: COME TO STFX

You have to visit StFX to truly believe it. The energy, spirit, beauty, and sophistication of our campus is compellingly rich. Contact us to find out more about your opportunities. We'd love to hear from you, and we promise you won't be disappointed.

admit@stfx.ca | [1.877.867.7839](tel:1.877.867.7839) | [@stfxuniversity](https://twitter.com/stfxuniversity)

Ready to apply? We're certain you won't regret it. Applying to StFX is quick and easy. All the information you need is online: admissions requirements, tuition, scholarships, residence information, and much more.

Visit stfx.ca/apply to get started.





APPLY TO STFX IN TWO EASY STEPS

Applying is quick and easy, and we encourage you to do so at first opportunity. Please contact our StFX Admissions Office—an entire team dedicated to helping you with your decisions—at any time should you have questions: 1.877.867.7839 or admit@sfx.ca.

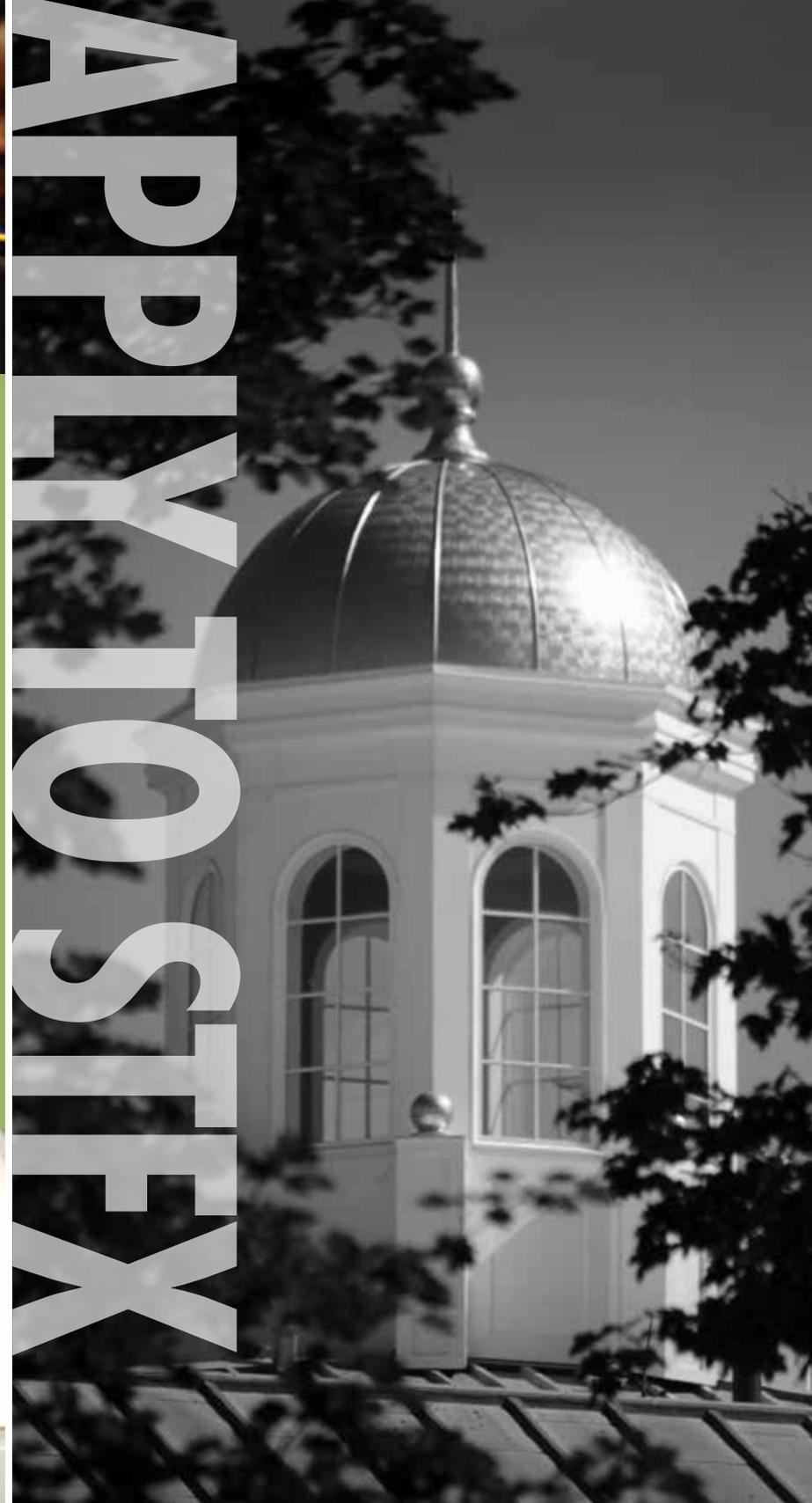
► STEP 1:

Complete your application online at sfx.ca/apply. It's quick and easy to do.

► STEP 2:

Send your high school transcripts by email to admit@sfx.ca; fax to 902.867.2329; or mail to **StFX Admissions Office, 5005 Chapel Square, Antigonish, Nova Scotia, Canada, B2G 2W5**

(Note: Students from Ontario are required to submit transcripts to StFX independently from OUAC).



APPLY TO STFX

EARLY FALL ADMISSIONS

Students who have a Grade 11 average of 80% or higher may be considered for Early Fall Admissions prior to their first set of Grade 12 marks being available. Due to limited enrolment, a higher average may be required.

Applicants for Early Fall Admissions should include a set of transcripts showing final Grade 11 marks and a school-approved list of courses being taken in Grade 12, both semesters, along with all other application documentation.

Consideration of Early Fall Admissions applicants begins on October 15 and continues until January 31. Applications received after January 31 will be considered traditional applicants and no decision will be made until first term Grade 12 marks are received.

ADMISSION REQUIREMENTS

For high school graduates, minimum requirements include an average of 70% in Grade 12, with no mark less than 65% in each of the required subjects. Entrance to all programs is competitive and, as enrolment is limited, higher averages may be required. For details on requirements for specific programs, see General Admissions Requirements column or consult sfx.ca/apply/requirements.

International Baccalaureate (IB)

Students admitted to StFX with a score of 30 or higher on the IB Diploma, and who have received a score of at least 5 on all higher level and standard level courses, will be granted up to 30 credits. Students who have completed IB courses but who do not possess the diploma may receive individual university course credit if they have achieved grades of 5, 6, or 7 in higher-level courses. A minimum score of 24 is required for admission.

Advanced Placement (AP)

The AP program is accepted for admission on the same basis as Grade 12 academic criteria. Students who have completed courses in the AP program may be granted transfer credit for individual AP courses for which a grade of 3 or higher has been achieved.

Applicants from the British system of Education

All applicants must have completed English and four other academic courses with a minimum grade of B at the ordinary level. In addition, four General Certificate of Education (GCE) Advanced-Subsidiary level or two GCE advanced-level examinations or the equivalent, with grades of A, B, or C, are normally required for admission to any program. A student who has received exceptional results at the ordinary level may be considered for admission. StFX may award university credit for selected GCE A levels completed with a grade of C or better.

Applying for the StFX Nursing Program

Application to the Bachelor of Science in Nursing (BScN) program must be complete before the deadline of March 1. Please have your application and 1st semester Grade 12 marks submitted by this time as all admissions decisions for BScN will be made following the deadline.

Questions? Contact the Admissions Office at 1.877.867.7839 or admit@sfx.ca

For more admissions information for students with documented disabilities, please contact our Centre for Accessible Learning at 902.867.5349

GENERAL ADMISSION REQUIREMENTS

sfx.ca/apply/requirements

Faculty of Arts

Bachelor of Arts—English 12 and four other university preparatory courses
Bachelor of Arts in Music—English 12 and four other university preparatory courses
Diploma in Jazz Studies—English 12 and four other university preparatory courses
Bachelor of Arts in Human Kinetics—English 12, one of (Academic Math 12, Chemistry 12, Biology 12, Physics 12), and three other university preparatory courses

Faculty of Science

Bachelor of Science—English 12, Pre-Calculus Math 12, two of (Chemistry 12, Biology 12, Physics 12), and one other university preparatory course
Bachelor of Science in Human Kinetics—English 12, two of (Academic Math 12, Chemistry 12, Biology 12, Physics 12), and two other university preparatory courses
Bachelor of Science in Nursing—English 12, Academic Math 12, Chemistry 12, Biology 12, and one other university preparatory course
Bachelor of Science in Human Nutrition—English 12, Academic Math 12, two of (Chemistry 12, Biology 12, Physics 12), and one other university preparatory course
Diploma in Engineering—English 12, Pre-Calculus Math 12, Chemistry 12, Physics 12, and one other university preparatory course

Faculty of Business

Bachelor of Business Administration—English 12, Academic Math 12, and three other university preparatory courses

SCHOLARSHIPS

Have an average of 85% or higher? If so, you're **GUARANTEED** a scholarship at StFX.

StFX offers over \$3,000,000 annually in scholarships and financial aid. Students who have an 85% average or above and provide a completed application form and first semester Grade 12 transcripts by March 1 are **guaranteed** a StFX Entrance Scholarship of at least \$5,000.* Students are not required to complete the Consideration for Major Scholarships forms to qualify for Entrance Scholarships.



TUITION AND GENERAL FEES

Financing your education is very important.

StFX has a dynamic Bursary Program offering over \$500,000 annually in financial support. We also maintain an extensive external awards website and encourage you to check out the opportunities offered with these awards—visit us at stfx.ca/bursaries. Our university participates in government student loan programs with both Canada and the United States. StFX also offers many opportunities for students to work on campus, with approximately 30% of the student population employed by the university annually.

Any questions regarding tuition and fees call 1.877.867.7839.



lysshatch
Reppin StFX at one of the world's seven most beautiful and natural wonders!

| SCHOLARSHIP | VALUE | AVAILABLE TO STUDENTS FROM |
|---|------------------------------|----------------------------|
| Guaranteed Entrance—85% avg. or higher | \$5,000—\$1,250/yr (4yrs) | All Students |
| Guaranteed Entrance—90% avg. or higher | \$7,000—\$1,750/yr (4 yrs) | All Students |
| Merit Scholarships | \$12,000—\$3,000/yr (4 yrs) | All Students |
| Joan & Douglas MacMaster University Award | \$40,000—\$10,000/yr (4 yrs) | United States |
| President's Scholarships | \$32,000—\$8,000/yr (4 yrs) | All Students |
| Chadwick-Hayes Scholarship | \$30,000—\$7,500/yr (4 yrs) | Eastern Ontario |
| International Baccalaureate Scholarships | \$28,000—\$7,000/yr (4 yrs) | All Students |
| Canadian Scholarships | \$24,000—\$6,000/yr (4 yrs) | Canada |
| International Scholarships | \$24,000—\$6,000/yr (4 yrs) | International |
| Paul Cogger Scholarship | \$24,000—\$6,000/yr (4 yrs) | Northeastern New Brunswick |
| Phillip W. Oland & J.P. McCarthy Scholarships | \$24,000—\$6,000/yr (4 yrs) | Canada |
| Benedict M. Mulroney Scholarship | \$20,000—\$5,000/yr (4 yrs) | Canada |
| Harrison McCain Scholarship | \$16,000—\$4,000/yr (4 yrs) | Canada |
| Barry O'Leary Scholarship | \$14,390—\$7,195/yr (2 yrs) | Ottawa |

* For complete terms and conditions and specific criteria for each individual scholarship please refer to stfx.ca/scholarship.

2016/17 TUITION & GENERAL FEES (in Canadian dollars)

| Tuition and General Fees | NS Students | Non-NS Students | International Students |
|---|----------------|-----------------|------------------------|
| Tuition | \$6,343 | \$7,626 | \$7,626 |
| Information and Technology Fee | \$371 | \$371 | \$371 |
| Facilities Renewal Fee | \$180 | \$180 | \$180 |
| Fitness and Recreational Facilities Fee | \$106 | \$106 | \$106 |
| Students' Union Fee | \$186 | \$186 | \$186 |
| Health and Dental Plan | \$350 | \$350 | \$915 |
| International Student Fee | - | - | \$7,626 |
| Total | \$7,536 | \$8,819 | \$17,010 |
| Payment due September 15, 2016 | \$5,000 | \$5,000 | \$13,500 |
| Balance due January 15, 2017 | \$2,536 | \$3,819 | \$3,510 |

Late Payment Fee First term: \$50 if payment delayed beyond Sept. 15, 2016. Second Term: \$50 if payment delayed beyond Jan. 15, 2017, interest charged at the rate of 1% per month (12% per annum) on overdue balances on the last day of each month.

2016/17 RESIDENCE FEES

| Residence | Double Rm | Single/Suite |
|-----------------------------|-----------|--------------|
| Traditional | \$5,455 | \$6,555 |
| Riley Hall and O'Regan Hall | \$7,865 | \$8,235 |
| Bishops Hall | \$5,705 | \$6,845 |
| Lane | \$5,210 | \$6,245 |
| Maclsaac Hall Double | \$5,455 | \$6,555 |
| Mount Saint Bernard | - | \$6,655 |

Students in these residences must purchase one of the following meal plans:

| | |
|-------------------------------|---------|
| 10 Meals per week + \$250 DCB | \$4,498 |
| 14 Meals per week + \$300 DCB | \$4,910 |
| 17 Meals per week + \$250 DCB | \$5,249 |
| 315 Block + \$250 DCB | \$4,616 |
| 415 Block + \$300 DCB | \$5,356 |
| 515 Block + \$250 DCB | \$5,449 |

Residence and Meal Plan payment due September 15, 2016 **\$6,500**

2016/17 APARTMENT AND SUITE STYLE RESIDENCE FEES

Apartment Style Residence and Food Service

| | |
|---|---------|
| West Street Apartments — Includes \$525 DCB | \$6,890 |
| Power/Somers — Includes \$525 DCB | \$7,770 |

Governors Hall and Food Service

| | |
|---|---------|
| Governors Private — Includes \$730 DCB | \$8,965 |
| Governors Semi-Private — Includes \$730 DCB | \$8,595 |

DCB, or declining balance is a debit system allowing students to purchase items at various cafes and coffee shops on campus. Additional blocks of DCB can be purchased in \$50 increments. Student in Apartments and Governors Hall who choose to purchase a meal plan are required to pay 60% of the meal cost on September 15, 2016.

VISIT STFX

BOOK YOUR PERSONALIZED TOUR

Join us for a personalized tour of StFX. And bring your family and friends! You can participate in a tour any day of the week, customized around your interests and needs. Meet new students, visit classrooms, labs, residences, dining halls, and recreational and cultural facilities. Spend a few hours or a full day—the choice is yours.

Book online at stfx.ca/visit, call us anytime toll-free 1.877.867.7839, or email us at visit@stfx.ca.

Let us welcome you to StFX!

“My passion is entrepreneurship. My advantage is StFX – a place where I live, thrive, and learn every day, working closely with my professors. It’s the supportive academic community that makes me feel empowered, ready to make my mark in business. My name is Cody. I am a proud Xaverian.”

Cody Reeves
Business Student, Ottawa, Ontario



abeyed
Home Coming!!! loved every bit of it!!



StFX is approximately two hours' drive from Stanfield International Airport, Halifax. Flight times to Halifax from major destinations are listed below:

| | |
|------------|-----------|
| Vancouver | 6.5 hours |
| Calgary | 5.5 hours |
| Toronto | 2 hours |
| Ottawa | 2 hours |
| Montreal | 1.5 hours |
| St. John's | 2 hours |
| Boston | 1.5 hours |
| New York | 2 hours |



CONNECT WITH US

AND OTHERS LIKE YOU.

Are you interested in learning more about your opportunities at StFX? How about connecting with current students to talk about their StFX experience?

Reach out and connect with us. We're here to answer any question you might have and to help you find the university experience you want.



Phone

Call toll-free 1.877.867.7839



Email admit@stfx.ca

One of our admissions team members will respond to you at first opportunity.



Tweet us @stfxuniversity

If you prefer 140 characters or less, tweet us! We'd love to hear from you.



Facebook.com/StFXIncomingClass

Connect using the StFX Class of 2020 Facebook page. We will be posting important information, updates, and answering your questions as they come in.



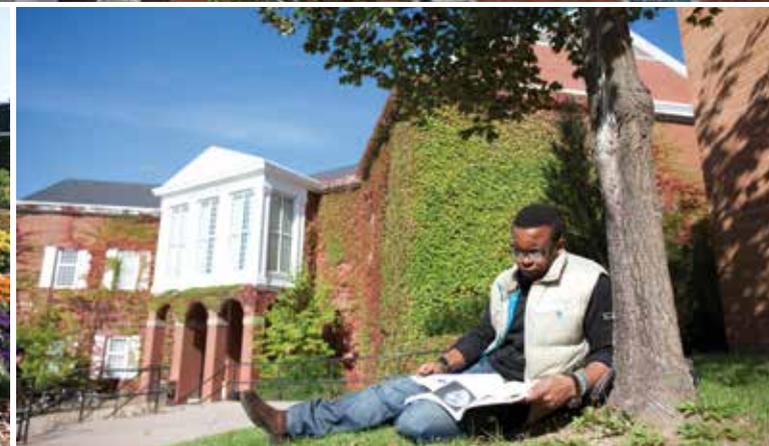
stfxuniversity

Find the latest photos from StFX.



Explore our beautiful campus

Take a virtual tour at stfx.ca/tour



SOME IMPORTANT DATES

OCTOBER 15TH: Applications for admissions are available at stfx.ca/apply. Early admission opens for students with their final Grade 11 transcripts.

DECEMBER 3RD: See your future! You are invited to take part in the famous StFX X-Ring ceremony taking place at StFX.ca.

JANUARY 31ST: Students may apply with their official Grade 12 mid-year transcripts. Students who have been offered early admission based on their final Grade 11 results should ensure official Grade 12 mid-year transcripts are received for entrance scholarship consideration.

FEBRUARY: Student Success Leaders host StFX Information Sessions across Canada. Check StFX.ca to find details for the one nearest you.

MARCH 1ST: Students who have an 85% average or above and have submitted a completed application and first semester Grade 12 transcripts by March 1st are guaranteed a StFX Entrance Scholarship of at least \$5,000! (average based on course requirements for desired program). March 1st is also the deadline to have your completed application submitted to be considered for the Bachelor of Science in Nursing program.

MAY 15TH: Deadline for first-year student room guarantee! Students must have completed the application process and confirmed their intention to attend StFX.



HAVE QUESTIONS?

WE ARE HERE TO HELP

E: admit@StFX.ca

T: 1.877.867.7839

St. Francis Xavier University
Antigonish, Nova Scotia, Canada

STFX.CA



Guide to Graduate Studies

2016-17



Approved by the Committee on Graduate Studies January 14, 2016
Presented to Senate and relevant motions approved March 7, 2016

Reviewed July 2016

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Introduction

The purpose of this handbook is to provide a reference for graduate students, as well as the faculty and staff involved in graduate studies at StFX.

The information has been compiled from various sources including the Academic Calendar, the previous (original) version of the Graduate Studies Handbook (2007) and departmental graduate handbooks and procedure guides. This document also draws on other policy information from across departments and faculties at StFX, which may change over time.

Graduate Studies at StFX is a decentralized faculty and department based set of programs and there is diversity between regulations for specific graduate programs. For more detailed information on a particular graduate program, please contact your department Graduate Student Coordinator. See Appendix 4 for contact information.

The academic calendar is always the final authority in matters of academic regulations.

Procedures and policies in this handbook apply to StFX Graduate students; rules and regulations may differ from those for undergraduate students.

Welcome from the Associate Vice-President, Research and Graduate Studies

Welcome to Graduate Studies at St. Francis Xavier University. By making your decision to pursue graduate work at StFX, you have joined a network of other students and alumni from around the world who have committed to the pursuit of academic excellence in a personalized and collegial environment. While StFX is best known for its strong tradition as a primarily undergraduate university, graduate students are a vital component of the StFX academic community. Graduate students enhance the StFX academic programs and contribute significantly to teaching, student mentorship, and research excellence.

Graduate students can excel in an intimate, primarily undergraduate university setting. StFX graduate students have received top national graduate scholarships from federal research granting councils such as NSERC and SSHRC. Our graduate students have gone on to stellar research careers and work in a variety of organizations. The StFX graduate student experience is a unique one, characterized by an opportunity to develop leadership skills, to interact with colleagues and faculty in a “peer-peer” setting, and to benefit from the kind of personal attention and camaraderie for which StFX is famous.

The administration of graduate studies and each student’s graduate program is a collaborative effort between my office and the individual departments and faculties offering graduate degrees at StFX. We work closely with the Offices of the Deans of Arts, Science, and Education, as well as the Registrar’s Office and the Office of the Vice-President, Academic & Provost in the oversight and administration of our graduate programs.

I hope you find this handbook a useful guide to help you navigate through your graduate program at StFX. Please be aware that your program may have a handbook of its own to provide program-specific information, and the Academic Calendar is the final authority on issues related to academic regulations. There are also other useful resources available on campus and many people who will be happy to help you excel while at StFX; see the *Contacts* section of this handbook for more resources.

Please accept my very best wishes as you pursue your graduate degree at StFX.

Kind regards,



Richard Isnor, D. Phil.
Associate Vice-President, Research and Graduate Studies

Graduate Studies Overview

St. Francis Xavier University currently offers courses of study leading to the following graduate degrees:

Master of Arts (MA)
Master of Science (MSc)
Master of Adult Education (MAEd)
Master of Education (MEd)
Ph.D. in Educational Studies

Master of Arts (MA)

The MA is offered in Celtic Studies and requires the completion of a thesis. Students must earn a total of 36 credits in graduate work to complete this degree; the thesis counts for 18 credits. All candidates must satisfy degree requirements as determined by the candidate's supervisory committee and approved by the department or program chair. A minimum residence of 12 months is required for candidates with an honours degree, and a minimum residence of 18 months for other candidates. Candidates may be required to demonstrate a reading knowledge of a second language relevant to the studies, and an examination in the designated language must be passed within six months after registration.

Master of Science (MSc)

The MSc is offered in Biology, Chemistry, Computer Science, and Earth Sciences. Students must earn a total of 36 credits in graduate work to complete this degree; the thesis counts for 18 credits. All candidates must satisfy degree requirements as determined by the candidate's supervisory committee and approved by the relevant department or program chair. A minimum residence of 12 months is required for candidates with an honours degree, and a minimum residence of 18 months for other candidates.

Master of Adult Education (MAEd)

The MAEd is primarily a research based distance-learning degree (with a short residence requirement) aimed at professional adult educators. Candidates come from a wide variety of career areas such as literacy, health education, higher education, vocational education, human resources training and development, community development, and educational technology. Students must earn a total of 36 credits in graduate work. Most students complete the MAEd with a synthesizing examination; exceptionally some write a thesis. For successful completion of the degree, candidates must demonstrate a comprehensive knowledge of the area of study and an understanding of the principles and practices of adult education.

Master of Education (MEd)

The MEd degree is offered with specialization either in educational administration and policy or in curriculum and instruction. In both streams students must complete specified core courses, though they may also select classes appropriate to their own interests. There are three options by which a student may complete the requirements for the MEd: a thesis route, a project route, or a course-based route. Students who choose the thesis

route must complete 24 credits in graduate education courses and a thesis worth 12 credits. Those in the project-based route must complete 30 credits in graduate education course and a project worth 6 credits. Those in the course-based route must complete 36 credits in graduate education courses. The MEd degree fulfils the requirements of the Nova Scotia Department of Education for an increase in level of teacher certification.

Doctor of Philosophy (PhD)

The PhD degree is offered in Educational Studies through a partnership established by St. Francis Xavier University, Mount Saint Vincent University, and Acadia University. An Inter-University Doctoral Administrative Committee (IDAC) jointly administers this research-oriented doctoral degree. Applicants are admitted to one university and graduate from their home institution. Students can focus their studies on one or more of six interrelated themes: curriculum studies, educational foundations and leadership, inclusive education, lifelong learning, literacies, and the psychological aspects of education. Together, the partner institutions determine regulations for students enrolled in the Interuniversity PhD in Educational Studies. Additional information is available at <http://www.nsphdeducation.ca/en/home/default.aspx>

Section 1: ROLES & RESPONSIBILITIES

This section provides a framework for the decentralized administration of Graduate Studies at StFX. It clarifies the roles and responsibilities of individuals and areas of the university involved in supporting graduate students, but does not attempt to provide an exhaustive list of all responsibilities associated with each position or group.

1.1 The Graduate Student

Graduate students play a unique and vital role in universities. Graduate students are completing a specific degree, just like other students, but they may also have roles as research assistants or collaborators, teaching assistants, and mentors to undergraduate students or to other graduate students. In some cases, our graduate students have just recently completed their undergraduate degree; in other cases, they are accomplished professionals returning to university to enhance their education. Graduate students can also have critical input into the decision-making activities of the university by serving on Students' Union, academic or advisory committees.

The primary responsibility of the graduate student is to complete the requirements of the degree while demonstrating a commitment to principles of academic integrity. The graduate student is ultimately responsible for ensuring that

- All relevant courses are taken and pre-requisites are met;
- All course, program, and university procedures and deadlines are met;
- Research and scholarly activity is conducted in accordance with the principles of academic integrity as described in StFX's Academic Integrity Policy;
- The Student Code of Conduct is honoured.

Although there are many individuals and university offices that can assist graduate students with their program progression, students must be actively involved in the design and administration of their academic experience. The student is ultimately responsible for ensuring that degree requirements are met in an appropriate and timely manner.

Graduate students must register for the appropriate courses, thesis and/or program phases and activities and maintain a satisfactory standing while meeting degree requirements. Students obtain all required approvals by their professor, supervisor(s), program coordinator, and Dean before registering, as required by their program.

If a graduate student anticipates that an interruption to the program may be required for any reason, it is the student's responsibility to discuss this with the thesis supervisor(s), Graduate Coordinator or department Chair as soon as this becomes apparent so as to initiate the process to request a leave of absence.

Graduate students are required to abide by all policies and procedures of the University, including, but not limited to, all academic regulations detailed in the Academic Calendar.

1.2 StFX Graduate Student Society

An important part of graduate school is making connections with other graduate students. Contact the StFX Graduate Student Society, or the graduate student representative on the Student's Union or the Committee on Graduate Studies to ensure you are added to the graduate students email listserv, and introduce yourself to your peers.

1.3 Faculty Advisor/ Thesis Supervisor & Supervisory Committees

Most StFX graduate students are assigned a faculty member who acts as a primary advisor. This function varies depending on the type of program; however, the fundamental role of the advisor is to guide and mentor the student through the program. The advisor is referred to as a Thesis Supervisor in thesis-based programs and as a Faculty Advisor in other programs. (MEd students completing a course-based route do not have an assigned advisor; the Chair advises them).

Faculty Advisors and Thesis Supervisors are available to the student for regular consultation. They monitor the student's progress within the program and are expected to meet with the graduate student on a regular basis. The frequency of these meetings varies in accordance to the student's progress and needs, but normally a meeting takes place at least once a semester.

The Faculty Advisor or Thesis Supervisor provides regular, frank and constructive feedback to the student on progress and, if warranted, bring concerns forward to the relevant Graduate Coordinator or department Chair, the relevant Dean or the AVPRGS. It is the role of this advisor to notify the Graduate Coordinator in a timely manner of any changes to student status.

The Advisor/Supervisor is responsible to ensure that all grades, including the thesis grade, are submitted by university deadlines. In order for a student to be eligible for graduation, all grades must be entered at least one week prior to Convocation.

In graduate programs with a thesis requirement, the Thesis Supervisor provides advice and guidance to the student in research project design and thesis development. The Thesis Supervisor provides adequate, frank and constructive feedback on research work and communicates expectations in relation to academic scholarship and timelines. The Thesis Supervisor may offer guidance on course selection; however, the Graduate Coordinator (or equivalent, see below) should be considered the key authority in this area.

All thesis-based graduate programs at StFX require the formation of a supervisory committee for each graduate student. The supervisory committee normally consists of three faculty members including the Thesis Supervisor; sometimes, relevant experts from outside of StFX may be included to aid in the supervision of thesis research. The other members of the committee can be seen as "secondary" supervisors who can provide advice and act as a sounding board for various aspects of the thesis research. It is recommended that a scheduled meeting of the supervisory committee and the student be held at least once a year to review progress and make recommendations on the research activities. Members of the supervisory committee usually serve as examiners (but not the external examiner) at the thesis defense. The Thesis Supervisor must ensure that the university community is informed by the appropriate deadlines (i.e., at

least 2 weeks prior to the defence date), of the date, time, and place of thesis defences, and that the Chair of the Committee on Graduate Studies is invited.

Thesis Supervisors and supervisory committees are required to be aware of StFX regulations concerning research ethics approvals, thesis requirements, and deadlines, and to ensure that their graduate students are informed of these requirements; to provide assistance in defining and refining research topics, and to ensure that the research undertaken is original and feasible given time limits and the availability of resources; and to provide the student with a clear indication of expectations, timelines and deadlines.

It is also the responsibility of the Thesis Supervisor (in consultation with StFX Industry Liaison Office, if necessary) to ensure that any issues regarding the ownership of intellectual property or copyright are resolved before the student embarks on research.

1.4 Department Graduate Coordinators

Departments offering graduate degrees will normally have a faculty member who is assigned the responsibility of coordinating graduate studies. (In some programs, the department Chair assumes this role). Graduate Coordinators are extremely important to the functioning of graduate studies at StFX. All Graduate Coordinators are invited to attend regular meetings of the Committee on Graduate Studies (COGS) as participant observers (non-voting).

The Graduate Studies Coordinators make recommendations to the Dean, on behalf of the Department, for the admission of students; advise students on Graduate Studies degree requirements & processes; ensure that all entering graduate students are provided with a statement of both the university's and the department's policies and procedures on graduate studies, intellectual property rights and research ethics and refer students to the relevant individuals or offices, as required.

The Coordinators must ensure that the student's supervisor or supervisory committee submits an annual report on the student's progress in the program to their Dean and must notify the Dean's offices in a timely manner of potential changes to student status.

Coordinators also ensure that graduate students follow university or departmental rules or that they obtain an exemption from them from the appropriate individual or Committee. Finally, they ensure that students are aware of the procedures for complaints, appeals, and review, and to whom such appeals may be addressed.

1.5 Department Chairs

All graduate programs at StFX are currently delivered through department structures. The Chairs of these departments have specific responsibilities relevant to graduate programs under their auspices.

Department Chairs provide support and oversight to assist and encourage students to complete their degree requirements in a timely manner. They ensure that all graduate students accepted into a degree program will have effective supervision and that a supervisory committee (if required) is formed for each student, usually within 2 weeks of the student's first registration in the program. Chairs also ensure satisfactory faculty

supervision of graduate students. Department Chairs generally ensure that graduate students have adequate facilities (including working space & library resources) available to them for the pursuit of their research and coursework. Chairs are responsible to ensure that any proposed changes to graduate courses and to the graduate program are forwarded to the appropriate Dean and the Committee on Graduate Studies for discussion and approval.

1.6 Deans of Faculties

The Deans of faculties offering graduate degrees are responsible for approving the admission of students and communicating admissions decisions to the Registrar's Office. Deans may also offer funding assistance for graduate students, if available.

Deans play a role in following the progress of students in consultation with Chairs and Graduate Coordinators. For Arts and Science students, Deans accept and review annual progress reports to monitor the overall progress of graduate students in their faculty, including updating the Registrar's Office on student status. Deans approve leaves of absence for students, and Deans also bring exceptional issues, such as requests for extensions, to the attention of the Associate VP Research and Graduate Studies and the Committee on Graduate Studies, as appropriate.

The Deans prepare lists of candidates for Convocation and seek the approval of the Committee on Graduate Studies for all proposed graduates.

The Dean, in close conjunction with departments, oversees significant changes to programs and brings recommendations for such changes to Committee on Graduate Studies, Senate, or the Maritime Provinces Higher Education Commission (MPHEC), as appropriate.

1.7 Associate Vice President, Research and Graduate Studies (AVPRGS)

Under advisement of the Committee on Graduate Studies, the Associate Vice-President Research and Graduate Studies (AVPRGS) oversees implementation of the overall strategic direction for graduate studies at StFX. The AVPRGS chairs the Committee on Graduate Studies (COGS) and makes recommendations to Senate concerning graduate academic program requirements.

The AVPRGS is responsible for Graduate Studies promotion and administers graduate student awards and scholarships allocated to StFX by external agencies. The AVPRGS may attend and participate in thesis defences, or arranges for a member of the Committee on Graduate Studies to attend in place.

Upon referral from a Dean, Chair, or Graduate Coordinator, the AVPRGS considers exceptional cases related to student progress, and may bring such matters to the Committee on Graduate Studies for deliberation. Examples of exceptional situations include, but are not limited to, the following: requests for extensions after the continuation period; approval of leaves of absence for situations other than those listed in section 3.9; appeals of grades or academic dismissals; consideration of possible offences to the Academic Integrity Policy.

1.8 Committee on Graduate Studies (COGS)

The Committee on Graduate Studies is the principal advisory and decision-making body overseeing Graduate Studies at StFX. The membership consists of the Associate Vice President, Research and Graduate Studies (as Chair); the Deans of Faculties with Graduate programs; four members elected by the University Faculty from its own members (3-year terms); and 1 graduate student representative selected by the Students' Union (1-year term). Graduate Coordinators may attend as non-voting observers. The AVPRGS (Chair) will call at least four meetings of the COGS during September to May of each year.

The COGS acts as an advisory and decision-making committee regarding the overall structure, regulations, and consistency of Graduate Studies programs. The COGS sets policies and strategic direction for graduate studies and refers academic matters concerning graduate studies to the University Senate. The COGS also oversees the awarding of graduate student scholarships and prizes and advises the AVPRGS on exceptional situations related to student progress as outlined in Section 3.6.

One meeting of the Committee per academic term (normally in the week before Convocation) will review and approve candidates who have fulfilled the requirements for graduate degrees to the University Faculty.

Section 2: GETTING STARTED

2.1 Admission

On the recommendation of the department Chair and Graduate Coordinator, the Dean of the appropriate Faculty makes decisions on admissions. Admissions procedures for each graduate program at StFX are described in the Academic Calendar. Students should consult the specific requirements, procedures and deadlines associated with each degree program, as well as basic information on StFX academic regulations, important dates, etc.

2.2 Academic Advising

The Academic Calendar specifies the requirements for programs and, in some cases, may indicate the recommended sequence of courses and research work to meet the requirements. The Graduate Coordinator is a key advisor on academic matters related to specific degree programs. For graduate programs that assign thesis supervisors early in the graduate program, the supervisor may also provide useful guidance.

2.3 Funding

Some faculties and departments may be able to offer internal funding to students in thesis programs in exchange for teaching support functions. Thesis supervisors should communicate with their department Chairs to discuss any internal funding support that might be available. Section 3.12 provides information on policies related to administering funding.

2.4 Forms and Checklists

There are a number of forms that must be completed throughout most graduate programs. These forms may vary in different programs. The Graduate Studies website contains downloadable guides, forms and checklists for the student and the supervisor in MA/MSc programs, including forms for thesis supervisory committee formation, plan of study, course agreement, MA/MSc annual progress reports, thesis defense, and program extension. Forms for key graduate scholarship applications and reports (e.g., Nova Scotia Research and Innovation Graduate Scholarships) are also included on this site. These forms can change over time, so make sure to check the sites once a year for new forms and modifications.

2.5 Timelines and Keeping on Track

Pursing a graduate degree is but a single important step in a student's overall training and career development. Staying focused to complete in a timely matter can have significant professional benefits. It is highly recommended that graduate students be proactive in constructing personalized timelines that incorporate the various aspects of the program, as well as the details of required coursework and the thesis research project (if applicable). This helps students clarify program requirements and deadlines, helps keep expectations realistic, and helps avoid surprises and delays later in the program.

2.6 Student-Faculty Advisor Relationship

The relationship between student and faculty advisor (or thesis supervisor) varies between programs and individuals. In some programs and disciplines, the advisor's role is a sounding board or guide on whom the student can call when in need of advice or direction. In other programs and disciplines, the interaction between student and faculty advisor is more frequent, with the student and advisor interacting on a daily basis (especially in laboratory settings).

Regardless of the differences in approach, the following guidelines make for a good working relationship between student and faculty advisor: mutual respect; open communication; a good understanding of one another's roles and responsibilities in the pursuit of the research. For an overview of guidelines regarding this relationship, see Appendix 1.

2.7 Health Care Plan

The StFX student health care plan is administered by the STFX Students' Union and covers both medical and dental care. Current information about the plan is available here: http://sites.stfx.ca/student_life/health_ins.

All Canadian students are automatically registered in the plan, but may opt out if they have proof of comparable coverage.

All full- and part-time International Masters students are automatically enrolled in the health plan. After staying in Nova Scotia consecutively for 13 months, they may apply for MSI health coverage and, if successful, they may opt out of the plan once they have obtained proof of MSI coverage.

Visiting Graduate Studies Research Students may enroll in the plan for a fee and should contact the Health Plan office directly for more information.

2.8 Affiliate Email Accounts

These accounts, which can be made available to graduate students, provide access to important technology (printers, scanners, etc.) not available through the regular student accounts that are automatically provided to all students. In addition, they allow students to have an email address based on their name, rather than a random letter generator. (Students may also create an email address based on their name using an email alias.)

Graduate Coordinators must apply for an affiliate email account on behalf of the student.

Students who choose to use an affiliate account should set up automatic forwarding from their student account. **Please note that correspondence related to your student status will be sent to your student email address.**

Section 3: POLICIES & PROCEDURES

3.1 Program Types & Fees

Graduate programs at StFX are classified as either:

- *Flat-fee programs*, in which students pay a flat fee for their program (based on an expected time to completion). The fee is charged once at the beginning of the program, and is paid in instalments at designated intervals. Flat-fee programs at StFX currently include the Masters in Adult Education, Masters of Arts, Masters of Science and the PhD in Educational Studies.

OR

- *Per-credit fee programs*, in which students pay fees based on the number of credits in which they are enrolled in a given semester. Currently, the Masters in Education is the only per-credit fee program at StFX.

3.2 Residency, Expected Time to Completion, Maximum Time to Completion

Each graduate program at StFX has a defined minimum residency, and defined expected and maximum times to completion. The residency period is the length of time during which the student is expected to be on campus working full-time toward the completion of program requirements. These timeframes are outlined in the following table.

| Program | Minimum Residency | Expected time to complete | Maximum time to complete |
|-------------------------------------|-------------------|---------------------------|--------------------------|
| MA | 12 or 18 months* | 24 months | 5 years |
| MSc | 12 or 18 months* | 24 months | 5 years |
| MAdEd | n/a | 24 months | 5 years |
| MEd | n/a | 24 months | 6 years |
| PhD in Educational Studies** | 14 months | 4 years | 6 years |

* 12 months for candidates holding an honours degree and 18 months for all other candidates.

** Regulations for students enrolled in the **Inter-university PhD in Educational Studies** are determined jointly with the partner institutions. Please consult <http://www.nsphdeducation.ca/en/home/default.aspx> for registration and fee information.

3.3 Enrolment Status & Withdrawals

Students remain enrolled in the program and are charged all relevant fees until they formally notify the Dean's office that they are withdrawing from the program. Students who have withdrawn from a program must re-apply for admission before returning.

3.4 Continuing Status and Continuation Fees

Students in the MA, MSc and MAdEd who have passed the expected time to completion (24 months) are automatically registered as part-time, continuing students. (PhD students are registered as full-time continuing students after two years.)

Continuing students are charged an annual continuation fee until they have completed their degree requirements or until they reach the maximum time to completion.

Students who have outstanding fees at the beginning of a continuation period will not be eligible for continuation status and will, if the situation is not resolved, be designated inactive. Inactive students lose their rights and privileges as StFX students. The Registrar's Office will notify students who are not eligible for continuation status through the student's webFX email account; students will have 7 days to resolve the issue with the Business Office.

International and domestic students pay the same continuation fee.

Continuation fees (2015-16)

| | |
|-----------------------------------|--|
| Master of Arts or Science | The equivalent of tuition for a 6-credit course for a 12-month continuation. |
| Master of Adult Education | The equivalent of tuition for a 3-credit course for a 12 month continuation. |
| Master of Education | Tuition paid at course enrolment. |
| PhD in Educational Studies | As determined by the Interuniversity PhD committee. As of July 2016, the fee is \$2813 per year. |

3.5 Full-time and Part-time status

Students in flat fee programs, such as the MA, MSc and MAdEd programs will maintain full-time status for the first 24 months. After the first 24 months, students are automatically classified as part-time until they have reached the maximum time to completion. (PhD in Educational Studies students are considered full-time students throughout their program.)

In exceptional cases and for a limited period of time, MA and MSc students may apply to the AVPRGS to be considered full-time after the first 24 months. In order for full-time status to apply, students must demonstrate **all** of the following:

- They are geographically available to campus.
- They visit the campus regularly.
- They are not engaged in full-time employment on or off campus.
- They are engaged in their academic work full-time.

If any of these conditions changes, the student will no longer be considered full-time. The continuation fee for full-time students is the same as the continuation fee for part-time students.

Students in per-credit fee programs (MEd) are considered full-time or part-time based on the number of credits in which they are enrolled in a given period. The full- or part- time status is assessed on a term-by-term basis, so a student can be full-time for part of the

year and part-time for the remainder. A student is considered full-time when enrolled in 18 or more credits during the period of September to May. Students are also considered full-time when registered in 6 credits for the period May-June or for the period July-August.

3.6 Academic Standing

To maintain satisfactory standing, graduate students must achieve a passing grade of 60 in each course and must maintain an average of 70 throughout the program. Students who fail any course or do not maintain the required average will receive notification from the Registrar's Office that they have been placed on probation. A student who subsequently fails a second course or does not achieve a program average of 70 will be dismissed; in progress courses will be dropped (with DC entered on the transcript) and refund rules applied.

For Master of Arts or Master of Science students, evaluation of in-progress thesis work is carried out through the annual review process and the completion of the annual progress report form (See 'Forms' section of the Graduate Studies website). A student whose thesis progress is rated as 'not acceptable' following the annual review may be subject to dismissal.

Notification of dismissal will be sent to the student (copied to the appropriate Dean and Graduate Student Coordinator/ Chair) by the Registrar's Office.

A student may elect to appeal a dismissal to the Committee on Graduate Studies. To submit an appeal, students follow the steps described in Sections 3.12 and 3.13 of the Academic Calendar, as applicable to graduate students. The appeal must be received by the AVPRGS, as Chair of the COGS, within three weeks of receiving notification of dismissal.

If a student believes that the work is not proceeding satisfactorily for reasons outside of his/her control, the student may make representation to his/her Supervisory Committee, the department Chair, the Dean, and if the matter remains unresolved, to the Chair of the Committee on Graduate Studies.

3.7 Extensions

Students who have not completed their program requirements by the maximum time to completion (see Section 3.2) may apply to the AVPRGS for a maximum one-year program extension.

An application for an extension will normally be submitted at least two months before the maximum time to completion. Extensions are deliberated on a case-by-case basis. They require a plan to outline how the program requirements will be completed in the extension year. If an extension is denied, no further registration or reinstatement will be permitted.

If the extension is approved, students in program-fee based programs (MA, MSc, MAdEd) will be charged an extension fee (the equivalent of 6-credit tuition) for the extension period. Masters of Education students do not pay a separate extension fee, but pay the tuition fees for the courses in which they will enrol.

A student who does not complete the degree requirements by the end of the extension period will be declared inactive and removed from the program.

Students on extension are normally considered part-time.

3.8 Inactive Status

Students who have not met the requirements for graduation by the maximum time for completion are automatically designated inactive unless they have applied for and been granted an extension. Inactive students lose their rights and privileges as StFX students. Once designated inactive, students must reapply for admission and are subject to all rules and procedures for new admissions. (Students on approved leaves of absence are temporarily designated inactive; they need not reapply for admission at the end of the leave.)

3.9 Leaves of Absence

Circumstances can lead to situations in which graduate students are obliged to step away from their study. A leave of absence may be granted for a specific length of time, up to a maximum of one year.

Examples of exceptional situations where a leave may be considered include:

- Medical reasons
- Family duress or unforeseen family responsibilities (including parental leave).
- Pursuit of an employment opportunity that makes a positive contribution to the student's graduate program.

Requests for leaves of absence will be reviewed by the appropriate Graduate Studies Coordinator or Chair (and Supervisory Committee when appropriate) and approved by the relevant Dean. Leaves of absence are usually dependent upon students previously showing adequate progress in their program of studies. The request must be supported by documentation explaining the exceptional circumstances that would prevent continuation of the program during the period for which the leave applies. In addition, the request should include a plan for the return to the program.

Once an initial leave of absence has been granted, additional leaves are only possible in extraordinary circumstances and require special approval by the AVPRGS.

Students on leaves of absence are designated inactive, and the academic mentorship of the Supervisor and access to laboratories is suspended. Students on leaves are charged a nominal fee of \$100, which allows them to maintain a WebFX account.

Time that a student spends on a leave of absence does not count toward the maximum time for completion.

3.10 Graduation

Students are responsible for ensuring that they have registered for Convocation by the required date and that they have fulfilled all degree requirements by the requisite deadline. Supervisors must ensure that all grades (including the thesis grade) have been submitted at least one week prior to Convocation.

3.11 Visiting Graduate Studies Research Students

Visiting Graduate Studies Research Students (also called “non-degree visiting students”) are students enrolled in graduate programs at other universities, but who work with a supervisor at StFX to further their research. These students do not normally take StFX courses, and they are not paid as a research assistant.

The process to apply as a Visiting Graduate Studies Research Student at StFX is as follows:

- Complete the graduate application and pay the application fee. (Note: this category of students does not require references, transcripts, TOEFL scores, or other supporting documents.) The application must be sent to the Admissions Office.

The application also requires the following:

- One letter from the StFX faculty member intending to supervise the visiting student;
- One letter of support from the student’s supervisor in their home university.

Visiting Graduate Studies Research Students must be registered in Banner. The hosting faculty member must notify the relevant Dean in writing of the student’s start and end dates. The Dean’s office will ensure the student is registered in each term, or part thereof, that the student is on campus. This gives the student an active, current student status at StFX.

Visiting graduate studies research students do not pay tuition; however, they are charged a nominal fee for each term. This fee provides access to the libraries, Internet and computer labs.

International visiting graduate studies research students should visit the Immigration Canada website for information on applying for a visa as a visiting student.

3.12 Student Funding, Taxes & Payroll

It is important to note the difference in the definition, payment process, and tax treatment of each category of funding to ensure the University, Faculties, departments, researchers, and administrators comply with appropriate taxation and reporting requirements.

Funding to help support graduate students may come from various sources, including the following:

- i) External scholarships or fellowships (e.g. NSERC, SSHRC, and CIHR scholarships); provincial granting agencies such as NSHRF; research foundations; individual government agencies and departments; nongovernmental agencies, charitable organizations, foreign governments;
- ii) Internal StFX “named” scholarships or fellowships;
- iii) Fellowships from thesis supervisors’ research grants (Student Stipend)*
- iv) Salary from thesis supervisors’ research grants (Research Assistant)*
- v) Salary from departmental teaching assistantships (TAs)

** Please note the term student stipend is often used to refer to money paid to students (typically at the graduate level) from a professor’s research grant. The difference between (iii) and (iv) is discussed in more detail below.*

Tax Treatment

Categories (i) through (iii) are handled under Paragraph 56 (1) (n) of the Canada Revenue Act (see <http://www.cra-arc.gc.ca/tx/tchncl/ncmtx/fls/s1/f2/s1-f2-c3-eng.html>) and are considered “amounts paid or benefits given to persons to enable them to advance their education”. Students normally receive a T4A slip for income tax purposes associated with income from these categories.

Categories (iv) and (v) are employment salary or wages “for services rendered”. Students should receive a T4 slip for Income Tax purposes associated with income from these categories.

Students who receive full-time months on the T2202A qualify for the full-time education amount credit and, therefore, are exempt from income tax on scholarship/ bursary/ awards revenue. Students who receive part-time months on the T2202A qualify for the part-time education amount credit and will be limited to the tuition fees and costs incurred for program related materials plus the basic amount of \$500. Students who are not eligible for the part-time or full-time education amount credit may claim only the \$500 basic amount.

Additional information for each category of funding sources is as follows:

(i) External Scholarships and Fellowships

Payment of funds provided from external scholarships may be handled in two ways:

- a. The funding agency/organization may deposit the money with StFX and the University will oversee its disbursement to students. Payments are made in equal installments per term and are directly deposited to the student’s bank account.
- b. The external granting agency may send the money directly to the student, normally in the form of a cheque. Students who receive such an award, must inform the Research Services Group (RSG). The RSG would like to recognize the accomplishment and would also like to know about such funding for statistical purposes.

(ii) Internal ‘named’ Scholarships or Fellowships

These funds may have originated from internal or external sources, but the scholarships are administered by StFX. The funds are supplied internally from STFX and are allocated through the Committee on Graduate Studies (special selection committees or the Research Advisory Committee may be used to provide recommendations to the Committee on Graduate Studies). These scholarships or fellowships are allotted to graduate students on a merit basis. Payment of scholarship/ fellowship amounts is done through direct deposit to the awardees' bank account.

(iii) Fellowships from thesis supervisors' research grants

These funds (sometimes called Student Stipends) are provided by research grants held by the Thesis Supervisor. These resources are only available to students whose supervisors hold such grants and are willing and able to budget such scholarships within the grant. Fellowships paid from research grants are subject to approval by the Associate Vice President, Research and Graduate Studies (see section on Student Stipends below). The StFX Finance Office may perform a final verification to release the payment. Student recipients receive their payments via direct deposit to their bank accounts.

(iv) Salary from thesis supervisors' research grants

Although similar to category (iii) funding above, these funds are paid as a salary for services rendered that are not directly related to the student thesis research (e.g. data analysis for a supervisor's research project which is not a component of the student's thesis research). Typically these students are Research Assistant (RA's). The student is normally employed as a casual employee by the supervisor's department and is paid through StFX Payroll Services.

(v) Salary from departmental teaching assistantships (TAs)

A department may hire graduate students as teaching assistants, normally in undergraduate laboratories and classes. These funds are administered by the department and students are paid through StFX Payroll Services.

Payments from Faculty Research Grants

Student Stipends - category (iii) above

A student stipend is money paid to a student (typically at the graduate level) from a faculty member's research grant for the purpose of allowing the student to further his/her own research/thesis or other program or academic requirement. It is not considered employment income.

As noted in the Income Tax Act (IT-75R4),

“this work is undertaken by the student because participation in it will assist the student in qualifying for a degree or other scholastic recognition in the field in which the research is being carried on.”

Such work may include research collaboration with the supervisor or others,

developing techniques and methodologies, or gaining knowledge of scientific or scholarly ideas or materials – as long as the objective is the student's advancement toward educational goals for the desired degree

As a result, student stipends are treated as a scholarship/ bursary/ award and recipients will be issued a T4A slip for this type of income. Please see categories (i) through to (iii) listed above. To avoid confusion, StFX uses the term “fellowship” when referring to this type of funding.

Conditions:

- 1) *The recipient of a student stipend must be duly registered as a student at StFX and does not hold academic/professorial rank as an additional appointment at StFX.*
- 2) *The primary purpose of the student stipend is to support the student while undertaking responsibilities that directly relate to his or her training and studies as a student.*
- 3) *The faculty member's grant or award must have sufficient funding to support the full stipend for the designated period.*
- 4) *The payment must adhere to the specific granting agency guidelines and comply, where applicable, with the stipend minima or maxima set by some research councils.*

Faculty members select the student(s) to whom they will pay a stipend. Stipend money must be requested in a faculty member's research grant (or other research funding) application. Faculty members should budget for the maximum allowed amount at the time of grant application. In cases where an agency does not specify a minimum or maximum rate for a stipend, it is recommended that faculty consult with their departments/programs in order to review possible pre-established rates, as well as referencing the Federal Council guidelines for their discipline (i.e. CIHR, NSERC, and SSHRC) for additional information.

Important note: Student Stipends should not be confused with Research Assistantships (see section below). A Research Assistant's (RA) salary is an hourly wage for research work by a student that does not advance the student's own research/thesis or assist the student in progressing towards his/her degree. RA payments are processed through payroll and are considered employment income and therefore subject to statutory governmental deductions.

Research Assistantships – category (iv) above

Student stipends are not to be confused with research assistantships. A research assistantship is an employment category and provides a student with payment for work performed. Though the work performed in a research assistantship may provide a student with valuable research, scholarly, or work experience, the activity is not required as part of an academic program or to advance the student's own research/thesis, or progress toward a degree. As these payments are employment income, a 4% vacation indemnity (required by law) will be added to each payment and all payments will be subject to statutory deductions at source. Research assistantships are processed through StFX payroll and the income and deductions are reported on T4A.

Section 4: RESEARCH & THESES

4.1 Safety, Animal Care and Research Ethics Approval

Depending on the nature of research undertaken for a graduate studies thesis, students may require prior ethics approval by the StFX Research Ethics Board (REB), as well as training or advice on suitable ethical practices. Appropriate workplace safety knowledge and training may also be required, including basic occupational health and safety, awareness of specific laboratory safety requirements, and attendance at a safety seminar (scheduled as needed). In addition, for certain graduate students, field safety, dive safety, or biosafety rules may apply, and training may be required. If research requires use of animals, students will need animal care training. The level of training needed will depend on the research protocol involved. Faculty Supervisors and Graduate Studies Coordinators associated with each program can help guide students to the right resources for training and approvals.

4.2 Research Integrity and Conflict of Interest

Of particular importance to all researchers at StFX is the Policy on Research Integrity. This Policy identifies the responsibilities of all researchers at StFX in carrying out research ethically and with integrity. The Policy defines scholarly misconduct and outlines the procedures for investigating allegations of scholarly misconduct. It is available for review on the StFX website.

The Expert Committee on Research Integrity by the Council of Canadian Academics has outlined several Fundamental Principles of Research Integrity:

1. Conduct research in an honest search for knowledge.
2. Foster an environment of research integrity, accountability and public trust.
3. Know your level of competence and your limitations; act accordingly.
4. Avoid conflicts of interest, or if they cannot be avoided, address them in an ethical manner.
5. Use research funds responsibly.
6. Review the work of others with integrity.
7. Report on research in a responsible and timely fashion.
8. Treat data with scholarly rigour.
9. Treat everyone involved with research fairly and with respect.
10. Acknowledge all contributors and contributions in research.
11. Engage in the responsible training of researchers.

4.3 Submission and Examination of Theses

The following is a summary of the usual steps involved in the development, submission and examination of theses. Some regulations vary within programs; confirm with your graduate coordinator.

Thesis Proposal

Candidates must make a formal presentation of their thesis proposal. The presentation is normally made to the faculty of the department for which the thesis is being written, and

it is open to members of the Committee on Graduate Studies, interested faculty members, and graduate students. In some departments, it may be open to the public. The department Chair or Graduate Coordinator (and/or the candidate's faculty advisor) will ensure that at least 2 weeks notice is given of the date, time, and place of the presentation of the thesis proposal.

Following presentation of the proposal, after obtaining the approval of the appropriate ethics committee(s), and on the recommendation of the candidate's thesis supervisory committee, and the department Chair /Program Coordinator the candidate will be permitted to register in the thesis.

Submission and Examination

Students often underestimate the amount of time required between submitting a thesis for defense and having it examined, defended, revised, and finalized. Students need to be realistic in considering the time needed to complete all requirements; otherwise, meeting the deadlines for graduation can be very stressful.

When completed, the thesis is submitted to the candidate's supervisory committee for approval. The thesis is read by at least one other faculty member, designated by the department Chair. The thesis is also read by an external examiner chosen by the department Chair or Graduate Coordinator after consultation with the candidate's supervisory committee. The external examiner is a faculty member external to the candidate's department and may be external to the university. After consultation with the candidate's supervisory committee, the Chair will appoint a thesis examination committee consisting of the external examiner, the candidate's faculty advisor, and at least one (but no more than three) other members of the department (members of the supervisory committee may serve as members of the examining committee). The AVPRGS or her/his designate from the Committee on Graduate Studies will be a non-voting member of the examining committee *ex officio*.

The external examiner must submit a report on the thesis, which is sent to the student's supervisor and supervisory committee. A public presentation and defence of the thesis is undertaken by the candidate after receipt of the external examiner's report and following the approval of the supervisory committee. Normally, at least two weeks notice is given to the University Community concerning the date, time, and place of the presentation and defence.

Immediately following the public presentation of the thesis, an examination of the candidate is held. Normally, the public presentation and examination will not exceed 120 minutes. The examining committee will then, *in camera*, arrive at a unanimous decision, agree on any changes to be made to the thesis, determine who will be responsible for ensuring that these changes are made, and consider whether the student is to be nominated for the StFX Outstanding Graduate Student Research Award. Should the Committee not be able to arrive at a decision on the disposition of the thesis, the matter will be referred to the Committee on Graduate Studies for review and resolution.

The decision of the examining committee, along with their names and, as appropriate, signatures, will be recorded on the COGS Graduate Thesis Approval Form, with a copy retained by the Department and a second copy sent to the relevant Dean (cc'ed to the AVPRGS).

A final corrected copy of the successful thesis must be submitted to the supervisory

committee for approval within a timeframe established by the examining committee in consultation with the candidate. The names of successful candidates must be provided to the appropriate Dean.

4.4 Preserving Theses

Students are responsible for providing print and electronic copies of the approved thesis to be deposited with the StFX Library and Archives Canada. Students must also complete and submit the required 'StFX Thesis Non-exclusive License Form.' Please consult the 'Graduate Thesis Submission Guidelines' in Appendix 2.

4.5 Thesis Formatting

There is no single format requirement for thesis preparation or submission at StFX; each department/program tends to have different acceptable formats and conventions. Students should discuss acceptable formatting practices, conventions and approaches with their supervisor and committee.

4.6 Graduate Student Research Award

Each year, the Committee on Graduate Studies considers nominations for the Outstanding Graduate Student Research Award. Two awards are available, one for graduates of the Faculty of Education and one for the Faculties of Arts & Science. Eligible students must have completed a thesis. The thesis should represent the highest level of scholarship and represent a significant contribution to fostering the understanding of current issues, problems, or interests in the field. Guidelines and procedures for the award are included in Appendix 3.

4.7 Access to Equipment and Rental Vehicles (for research travel only)

With appropriate training, graduate students can access specialized equipment needed to support their research studies. Graduate students are allowed to rent vehicles for research travel under the university contract with Enterprise Rentals. The student must have a valid full driver's license and be at least 21 years old. Students do not need the insurance package, but must notify Procurement Services in advance so they can be added to the university's fleet insurance policy (notification should include name, date of birth for out-of-province license holders, and driver's license number and jurisdiction). Rentals can be booked online using the StFX group code available through the Procurement Services website http://sites.stfx.ca/financial_services/procurement and clicking the service agreement menu item. You will need a StFX user name and password to access the site.

Appendix 1. Guiding Principles for Graduate Student Supervision

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This document was prepared by a working group composed of the following members of CAGS:

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- Dr. Gwendolyn Davies, Associate Vice-President of Research, & Dean of Graduate Studies, University of New Brunswick
- Dr. Jonathan C. Driver, Dean of Graduate Studies, Simon Fraser University
- M. Frédéric Lalande, Graduate Student, Université du Québec à Montréal & Président, Conseil national des cycles supérieurs
- Dr. Berry Smith, Vice-Dean, School of Graduate Studies, University of Toronto

The document was approved at the September 13th 2008 Meeting of the CAGS Board of Directors and the October 18th, 2008 Annual General Meeting of CAGS.

A. Introduction

Post-baccalaureate graduate studies are extremely important to the economic and social well-being of Canadians and have an ever increasing role in higher education in Canada. Over the 10-year period between 1995 and 2004, graduate student enrollment increased from approximately 113,000 to 149,000 in Canada. Graduate studies are not only a life and career enhancing activity for students, but also a vital component of research and scholarship in Canada, important drivers of the nation's productivity and essential for global competitiveness. The role of supervisors and supervisory committees, as well as the relationship between students and their supervisors, are key components affecting the success of research-stream students in their programs.

Superimposed upon the student-supervisor relationship are the roles of supervisory committees, graduate program committees, departmental bodies, and offices of faculties/schools of graduate studies. Further complicating the issue of graduate student supervision is the diversity in supervision culture across the University, where the relationship may range from a very structured "master to apprentice" scenario to a very unstructured, "subtle guide of an independent scholar."

Despite the complexity and diversity surrounding supervision of graduate students, the Canadian Association of Graduate Studies felt it important that guiding principles for graduate student supervision be identified and endorsed at a national level. While many excellent guides on graduate student supervision exist within various graduate handbooks, senate or faculty by-laws, and websites within graduate schools across Canada, these are often highly specific to individual departments or graduate programs.

This document is meant to identify, at a high level, guiding principles, which can apply to all graduate supervisors and students. These principles can be a stand-alone resource or a precursor for graduate schools and programs to customize to their particular academic environment. It is also intended that the document be applicable to defining roles and responsibilities of graduate students in the student-supervisor relationship as well as for graduate supervisors and administrators of graduate programs across Canada.

Various documents have been utilized and are cited in the preparation of these guiding principles, but in particular, a document from the University of Western Ontario has been

used as a “template” for many of the principles identified here.

The principles are intended mainly for research masters and doctoral programs, though they may have relevance to “professional” graduate programs where the student works with a supervisor.

B. Guiding Principles

1. A Supervisor should be identified in a timely fashion

One of the most important aspects of graduate training is the timely, clear identification of a supervisor for each graduate student. This individual plays a key role in setting the direction of the graduate student’s research. There are wide variations in the practices of finding such a supervisor, and in the timing of when supervisors are normally assigned to students across discipline, research field and graduate programs. In some fields, students are assigned supervisors before they begin their programs (e.g. commonly the case in engineering, the natural sciences, and some fields in the social sciences), while in others; supervisors are normally assigned after one or more semesters. Whatever the norm for the discipline, field or graduate program, procedures for assigning a supervisor in a timely fashion should be in place and should be followed. Such procedures should also be clearly documented and known to students and faculty.

2. Supervisory committees or equivalents should be established early.

In most graduate programs, a supervisory committee (or an equivalent, such as “second reader”) is also assigned to the graduate student. The supervisory committee normally acts as a supplementary resource for graduate students’ research, helps monitor program progress of graduate students, and approves the thesis for defense. Supervisory committees or their equivalent also can play vital roles in managing/mitigating conflict between supervisor and student should it arise. In order to obtain the maximum benefit from such a committee, it should be established as early as possible in the student’s program.

3. Expectations, roles and responsibilities of graduate students and supervisors should be made clear. The University and/or individual graduate programs should provide guidelines on the roles of the supervisor and the graduate student. Some faculties/schools of graduate studies recommend that a written agreement or “contract” be signed by supervisor and graduate student on such issues. In these cases, it is important that students have informed consent and are not coerced into signing contracts with which they are not in agreement. Universities should provide workshops for supervisors and graduate students at which the roles of students and supervisors can be discussed.

4. Supervisors should be readily accessible to their students, and regular monitoring and feedback should be ensured. Graduate study can be a very unfamiliar environment for new graduate students and students who are new to Canada. Graduate programs tend to be much less structured than undergraduate programs. Also, the rich cultural diversity in our Universities means that the cultural background of graduate students can be quite different from the norms found within the institution. Because of these realities, it is important that supervisors are highly accessible to provide guidance and feedback to graduate students, but particularly to students for whom both graduate programs and Canada are new. Frequent meetings with graduate students at which academic, research and other issues are addressed, progress is reviewed, evaluation is provided, and future activities are identified are extremely important for the success of students. Most graduate programs require a written report on student’s progress to be submitted to

departmental, school or faculty offices at least once per year. Such formal procedures, while essential, should not preclude more frequent evaluation of student activities and progress on a more informal basis, such as office or lab meetings, email communications and telephone conversations. When supervisors will be absent from the university for extended periods of time (e.g. field seasons; sabbatical leaves), steps need to be taken to ensure continuation of quality supervision during these absences.

5. Student-supervisor relationships should be professional.

The relationship between supervisors and students, however friendly and supportive it may become, should always be academic and professional.

Relationships that are at odds with an arm's length criterion (e.g., romantic, sexual, family ties) are unacceptable between supervisors and students. If a substantial conflict of interest arises (e.g., when supervisors develop emotional, financial and/or business arrangements with the student) mechanisms should be in place to initiate a change of supervisor.

6. Intellectual debate and challenge should be encouraged and supported.

Intellectual debate is a fundamental component of university activity. Every effort should be made by both the student and supervisor to recognize and acknowledge that a robust element of academic challenge and questioning is a normal, and indeed, healthy aspect of the student-supervisor relationship.

7. Supervisors should be mentors

Supervisors have responsibilities beyond the academic supervision of research and writing. Although the mentoring role will vary across disciplines, and will depend on the needs of the individual student, supervisors should be responsible for mentoring students in the following areas: development of appropriate professional skills; applications for funding; networking opportunities with colleagues in academia and beyond; assistance with publications; and career development.

8. Issues of intellectual property and authorship should be made clear.

Supervisors are responsible for informing students about university policies that govern intellectual property, and about any specific intellectual property issues that are likely to arise from their research. Even when issues are not clearly defined, it is important that students and supervisors have a discussion and reach an agreement early in their relationship regarding issues including rights of authorship, the order of authorship on multi-authored publications, and ownership of data. It is inappropriate for thesis supervisors to ask students to sign over their intellectual property rights as a condition of pursuing thesis research under their supervision.

9. Conflicts should be resolved at the lowest level possible.

From time to time, conflicts may emerge between the supervisor and the student. Involving more people and higher levels of authority in a conflict can result in exaggeration of the original problem. This makes it harder to resolve and causes more damage to the participants and those around them. Conflicts should be resolved as close as possible to the source of the problem (i.e., at the lowest level of administration). If the student and supervisor cannot find a solution after discussing the problem, they should then involve the supervisory committee or equivalent. If the problem cannot be resolved at the student-supervisor level, it may be dealt with by the program. The University should ensure that appropriate resources (e.g. ombudsperson, equity office) are available to assist. If no satisfactory resolution can be found at the program level, the problem may be referred to the higher administrative levels. All parties should follow procedures congruent with established policies of their universities.

10. Continuity is important in graduate supervision.

The relationship between the student and supervisor is often critical to the student's successful completion of the degree. Continuity of supervision is an integral component of this relationship, since it provides (or should provide) stability, security, an opportunity to establish sufficient mutual knowledge and trust to facilitate effective intellectual debate, and generally an environment that allows optimal focus on the goals of the graduate program. As a consequence, a change in supervisor should be made only for strong and compelling reasons such as a mutually agreed major shift in academic direction of the research, major academic disagreements and/or irreconcilable interpersonal conflicts. It is recognized that some programs may place each new incoming student with an initial or temporary supervisor. In these cases, a subsequent timely change in supervisors, as the student clarifies research interests, is generally a routine matter.

11. Alternative supervision should be available.

Policies and practices should cover situations in which a supervisory relationship cannot be continued, so that the student can continue in the program. These should cover situations beyond the control of the student (e.g. temporary or permanent absence of supervisor), situations that may arise from conflict of interest, and situations that result from personal relations between supervisor and student. Notwithstanding possible delays in time to completion, policies and practices should ensure that a student is not penalized if a change in supervisor is necessary.

12. Students have substantial responsibilities for managing their own graduate education

Students share in the responsibility for the goals that they successfully complete their program, and that it be of high quality. They are responsible for knowing and conforming to the various policies and procedures that may concern academic and research conduct, intellectual property, human subjects, animal welfare, health and safety, as well as degree and program requirements and timelines. They may need to be proactive and take responsibility for ensuring good communication with supervisory committee members, in the meeting of timelines and other program requirements, and in seeking effective advice on academic and other matters. If problems arise in the supervisory relationship, it may be the student who needs to take action and seek advice and remedy from the department or the school. The university, graduate department and supervisor are responsible for providing an appropriate environment for high-quality graduate education, but success is ultimately in the hands of the student. It is therefore essential that universities inform students of their responsibilities, and provide them with the information and support that they need to carry out their responsibilities

C. Conclusion

As noted in these principles, successful supervision of graduate students depends on a healthy and productive relationship between the supervisor and graduate student, within a milieu that involves several other parties and conditions. At the core of successful supervisor-graduate student relationships are mutual respect and professionalism. When combined with clarity on the respective roles of students, supervisors, and others involved in the students education, and information on the policy and procedures relevant to a student's graduate program, these features will serve students, supervisors and the rest of the University community well. Our goal is to ensure the success of graduate students in their programs and in their future endeavours.

D. References

1 Canadian Association of Graduate Studies, 2007. 36th Statistical Report, 1992-2004. CAGS, Ottawa, Canada.

2 Faculty of Graduate Studies, University of Western Ontario, 2007. Principles and Guidelines Regarding Graduate Student Supervision.
<http://grad.uwo.ca/supervis/supervis.html>

Appendix 2: Graduate Theses Submission Guidelines

The Angus L. Macdonald Library collects two copies of all graduate degree theses completed at St. Francis Xavier University. The print copy is catalogued and added to the library; the electronic copy will be added to the StFX e-thesis collection and submitted by the Library for inclusion in Theses Canada.

The mission of Theses Canada is “to acquire and preserve a comprehensive collection of Canadian theses at Library and Archives Canada (LAC), to provide access to this valuable research within Canada and throughout the world.” Graduate-level research thus becomes part of Canada’s intellectual heritage.

For all graduate programs, except those in the Faculty of Education, students should follow the process outlined below. Master of Adult Education, and Master and PhD of Education thesis candidates should consult their departmental secretary for details.

Process

- The supervisory committee and department Chair sign off on the thesis using the **COGS-Thesis-Approval-Form**.
- The student or Faculty advisor brings a copy of the completed **StFX Thesis Non-Exclusive License** form (available on the Graduate Studies website) and a print copy of your thesis to the Collection Development Office, Room 108 in the Angus L. Macdonald Library. The thesis should be printed single-sided on 21.5 x 28 cm paper (8.5 x 11”), and should not include any personal information other than student name (e.g., do not provide student number or contact information on the document).
- The thesis advisor sends the electronic copy of the thesis, in PDF format, to the Library (Brenda McKenna, E-Resources Library Technician, bmckenna@stfx.ca).
- The completed **COGS-Thesis-Approval-Form** should be filed with the Office of the Associate Vice-President Research and Graduate Studies.
- If a student wishes to have extra copies of the thesis professionally bound for her/his own personal use, the Library will arrange this at the same time. The cost for binding is \$14.00 per copy, payable in advance.

September-2015

Appendix 3: Guidelines and Procedures for the StFX Outstanding Graduate Student Research Award (Updated November 2015)

Overview

One StFX Outstanding Graduate Student Research award will be made available for the Faculty of Arts & Faculty of Science and one award for the Faculty of Education (up to two awards annually). The awards will consist of a certificate, a letter of commendation from the President of the University, and a cash prize of \$500.00. The awards are presented at Spring convocation. All nominees receive a letter of commendation signed by the President and mailed directly to them.

Award Criteria

Eligible students must have completed a thesis. The thesis should represent the highest level of scholarship and represent a significant contribution to fostering the understanding of current issues, problems, or interests in the field. The conclusions of the research should advance theory, knowledge, and/or professional practice. The scope of the research should be adequate for the problem or issue under consideration. The thesis should demonstrate a high calibre of writing.

Award Procedures

The thesis should be nominated by the faculty advisor with a letter of support from one other faculty member and an external evaluator. The faculty advisor should ensure that the Committee is supplied with (i) a summary (not to exceed 500 words) concerning the significance of the thesis, (ii) the Table of Contents, and (iii) a representative chapter from the thesis. External assessors of theses will be requested to indicate on their evaluations whether the thesis meets the criteria for the award.

Deadline

Nominations and supporting documentation will be received throughout the year, though they will be held for adjudication in advance of Spring convocation. Nominations of graduate students who are conferred degrees at Fall convocation will be adjudicated the following Spring.

The Associate VP Research and Graduate Studies must receive complete nomination packages no later than 15 March of each academic year.

Adjudication

Nominations will be considered by a committee of judges consisting of:

1. The Dean of the Faculty in which the student is a degree candidate.
2. The Associate VP Research and Graduate Studies, as chair of the Committee on Graduate Studies
3. One member from each Faculty offering graduate programs, selected by the Committee on Graduate Studies.

Guidelines for Adjudication

To be considered for an award, the thesis must normally be judged to be in the top 10% of recent theses in the field. The judges may solicit an additional external evaluation. The judges will have access to recent theses in the discipline should it be useful in arriving at a decision.

Judges will be encouraged to consider the following questions in reviewing the application:

1. Is this a significant contribution to the field (e.g., would the thesis rank in the top 10% of Masters theses you have examined)?
2. Is there reason to conclude that this thesis could be built upon either by the author or by future researchers? Does it hold long term potential for further systematic investigation?
3. Is the methodology and theory used appropriate and well applied?
4. Are the findings, conclusions, recommendations, or emergent questions both clear and significant to the field?
5. Does the thesis indicate mastery of the literature relevant to the topic?
6. Does the thesis demonstrate a high calibre of writing?

Award

The recommendation of the judges will be forwarded to the Committee on Graduate Studies for approval in time for Spring Convocation.

If possible, nominated candidates will be notified of the Committee's decisions prior to Spring Convocation.

Announcement of the awards will be made at Spring Convocation.

Appendix 4: Contacts (as of September 2016)

The Graduate Student Coordinator in your department will normally be your first point of contact with questions about your program.

| <u>Program Contacts</u> | 2016-17 | phone | email | office |
|--------------------------------|---|--------------|-------------------|--------------------|
| MA in Celtic Studies | | | | |
| | Dr. Ranke deVries <i>Graduate Coordinator</i> | 902.867.2206 | rdevries@stfx.ca | Immaculata 206 |
| | Dr. Michael Linkletter <i>Department Chair</i> | 902.867.3632 | milinklet@stfx.ca | Immaculata 207A |
| | Thelma Snyder <i>Administrative Assistant</i> | 902.867.2300 | tsnyder@stfx.ca | Immaculata 207 |
| MSc in Biology | | | | |
| | Dr. Ricardo Scrosati <i>Graduate Coordinator</i> | 902.867.5289 | rscrosat@stfx.ca | JBB335J |
| | Dr. Moira Galway <i>Department Chair</i> | 902.867.3841 | mgalway@stfx.ca | JBB418/411 |
| | Bonnie McIsaac <i>Administrative Assistant</i> | 902.867.2283 | bmcisaac@stfx.ca | JBB208 |
| MSc in Chemistry | | | | |
| | Dr. B.J. MacLean <i>Graduate Coordinator</i> | 902.867.2826 | bjmaclea@stfx.ca | PSC3060 |
| | Dr. James Cormier <i>Department Chair</i> | 902.867.5080 | jcormier@stfx.ca | PSC3063 |
| | Ivy Green <i>Administrative Assistant</i> | 902.867.2196 | igreen@stfx.ca | PSC2052 |
| MSc in Computer Science | | | | |
| | Dr. Iker Gondra <i>Graduate Coordinator</i> | 902.867.3314 | igondra@stfx.ca | Annex10B |
| | Dr. Wendy MacCaull <i>Department Chair</i> | 902.867.3841 | wmaccaul@stfx.ca | Annex23 |
| | Marion Stewart-MacDonald <i>Administrative Assistant</i> | 902.867.3972 | mstewart@stfx.ca | Annex103 |
| MSc in Earth Sciences | | | | |
| | Dr. Mike Melchin <i>Graduate Coordinator</i> | 902.867.5177 | mmelchin@stfx.ca | PSC2073 |
| | Dr. Lisa Kellman | 902.867.5086 | lkellman@stfx.ca | PSC2057/2051 |

| | | | | |
|---|---|--------------|------------------|---------------|
| | <i>Department Chair</i> | | | |
| | Ivy Green | 902.867.2196 | igreen@stfx.ca | PSC2052 |
| | <i>Administrative Assistant</i> | | | |
| Masters in Adult Education | | | | |
| | Dr. Maureen Coady | 902.867.3244 | mjcoady@stfx.ca | Xavier120B |
| | <i>Department Chair</i> | | | |
| | Angela Stewart | 902.867.3952 | aesecret@stfx.ca | Xavier120E |
| | <i>Administrative Assistant</i> | | | |
| Masters in Education | | | | |
| | Dr. Joanne Tompkins | 902.867.5523 | jtompkin@stfx.ca | Xavier223 |
| | <i>Chair, Department of Leadership & Curriculum</i> | | | |
| | Jennifer Farrell | 902.867.3906 | med@stfx.ca | MacDonald214B |
| | <i>Program Assistant</i> | | | |
| PhD in Education | | | | |
| | David Young | 902-867-2215 | dyoung@stfx.ca | Xavier202 |
| | <i>StFX Doctoral Coordinator & Chair IDAC</i> | | | |
| | Jennifer Connors | 902.867.4957 | jconnors@stfx.ca | Xavier311 |
| | <i>Program Assistant</i> | | | |
| | | | | |
| <u>Other Points of Contact</u> | | | | |
| | | | | |
| Office of the Associate Vice President Research and Graduate Studies | | | | |
| | Richard Isnor, D. Phil. | | risnor@stfx.ca | NH 306 |
| | <i>Associate VP, Research & Graduate Studies</i> | | | |
| | Elizabeth Leighton | 902.867.2393 | eleight@stfx.ca | NH308 |
| | <i>Administrative Assistant</i> | | | |
| | | | | |
| Office of the Dean of Arts | | | | |
| | Dr. Karen Brebner | | kbrebner@stfx.ca | NH221 |
| | <i>Interim Dean of Arts</i> | | | |
| | Jane Aker | 902.867.2165 | jaker@stfx.ca | NH218 |
| | <i>Assistant to the Dean</i> | | | |
| | | | | |
| Office of the Dean of Education | | | | |
| | Dr. Jeff Orr | | jorr@stfx.ca | XH310 |
| | <i>Dean of Education</i> | | | |
| | Jennifer Connors | 902.867.4957 | jconnors@stfx.ca | XH311 |
| | <i>Program Assistant</i> | | | |

Office of the Dean of Science

| | | | |
|---|--------------|------------------|-------|
| Dr. Petra Hauf <i>Dean of Science</i> | | phauf@stfx.ca | NH220 |
| Sheila MacMillan <i>Assistant to the Dean of Science</i> | 902.867.3903 | smacmill@stfx.ca | NH220 |

STILL HAVE QUESTIONS? WHERE TO GO FOR HELP...

The following is a list of first points of contact and resources available to graduate students:

For **Academic Advising** (e.g. courses, thesis defense procedures): Contact the appropriate graduate coordinator (see Contacts section of this guide).

For **thesis research** questions: Contact your thesis supervisor, other members of your thesis supervisory committee (if applicable), or your graduate coordinator.

For questions on **Intellectual Property** matters, or if you are interested in commercializing your research, contact the Industry Liaison Office, Andrew Kendall, x2393, akendall@stfx.ca)

For questions on **Information Technology** (IT) Services (e.g. computer connectivity), visit ITS Help Desk located on the first floor of the Library.

For questions on **Student Life** (i.e. services designed to support students' psychological, physical, cultural, spiritual, emotional and educational development), contact Student Life, x3934, studentlife@stfx.ca

International students: For questions and support email: international@stfx.ca

StFX Students' Union Health plan: contact Julieanne Mattie, x5371, jmattie@stfx.ca

Financial Aid email financialaid@stfx.ca

Confirmation of enrolment: Office of the Registrar: registr@stfx.ca